

**HAMILTON UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
Hamilton High School Library/Zoom/Facebook Live
620 Canal Street, Hamilton City, CA 95951
Wednesday, September 28, 2022**

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

Hamilton Unified School District Board Meetings are open to the public. Please join the meeting by attending in person or via the livestream on Facebook Live on the District's Facebook Group page or through the below Zoom link or dial by phone as listed below:

Join Zoom Meeting

<https://us02web.zoom.us/j/84688330892?pwd=aGdCb1VRZFgyTURmeW5POUU5WHIVZz09>

Meeting ID: 846 8833 0892

Passcode: board



Dial in by phone:

+1 669 900 6833 US

Meeting ID: 846 8833 0892

Passcode: 826421

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, Personnel Issue. To consider public employee, evaluation, reassignment, resignation, release, dismissal, or discipline of a classified and/or certificated employee.
- 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. 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. ASB President and Student Council President Reports
 - i. Hamilton High School – Alyssa Fox
 - ii. Hamilton Elementary School
- c. District Reports (written)
 - i. Technology Report by Frank James (p. 4)
 - ii. Nutrition Services Report by Sean Montgomery
 - iii. Operations Report by Alan Joksch (p. 5)
- d. Principal and Dean of Student Reports (written)
 - i. Ulises Tellechea, Hamilton Elementary School Principal (p. 6)
 - ii. Maria Reyes, District Dean of Students
 - iii. Cris Oseguera, Hamilton High School Principal (presentation)
 - iv. Silvia Robles, Adult School (p. 8)
- e. Chief Business Official Report by Kristen Hamman (p. 9)
- f. Superintendent Report by Jeremy Powell (p.10)

8.0 PRESENTATIONS:

- a. Hamilton High School Presentation

9.0 CORRESPONDENCE:

- a. None

10.0 INFORMATION ITEMS:

- a. HUSD Enrollment History for 5 years (p. 11)
- b. Bond Status: Fund 21 Update (p. 13)
- c. Hamilton Elementary Restroom Renovation & Trash Enclosure Project Updates

11.0 DISCUSSION ITEMS:

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 updated 2022-23 Classified Confidential/Classified Management salary Schedule (p. 18)
 - i. Range 2 Classified Management salary Schedule (5% increase)
 - ii. Updated classified management range scale for Nutrition Services Director
- b. Approve 3 Year Agreement 2020-23 between CSEA #623 and Hamilton Unified School District (p. 20)
- c. Approve 3 Year Agreement 2021-24 between HTA and Hamilton Unified School District (p. 82)
- d. Approve agreement between Capay Joint Union Elementary School District and Hamilton Unified School District on how Developer Fees shall be collected and divided between the two Districts (p. 170)

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 August 24, 2022 (p. 172)
- b. California Department of Education Consolidated Application for 2022-23 (p. 178)
- c. 2021-22 Educator Effectiveness Funds (EEF) Report (p. 185)
- d. Warrants and Expenditures (p. 189)
- 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. K x 1
 - 2. Hamilton High School
 - a. 9th x 2

f. Personnel Actions as Presented:

i. New hires:

Cristian Aguilar	Office Assistant I	HHS
------------------	--------------------	-----

ii. Resignations/Retirement:

None

15.0 ADJOURNMENT:

Technology Report
Board Meeting on September 28, 2022
Frank James, Director of Technology

Completed and in Progress Tasks

- **Dell Computers:**
 - We have been installing new computers for the staff.
 - We are approaching installation on a first come, first serve basis in order to not interfere with daily activities.
 - We've installed about 1/3 of the computers, however, they have all been imaged and are ready.
- **Tickets:**
 - Tickets have been steady and we are keeping up.
 - Most tickets have come in due to blocked websites.
 - Our content filtering and threat prevention measures were increased over the summer which is the leading cause of the blocked sites.
- **E-Waste:**
 - We've been removing old tech from several classrooms and storage areas.
 - These items have been palletized and shrink wrapped.
 - We have 5 pallets ready for pick up.
- **New Accounts:**
 - We have been creating new accounts for student teachers and GCOE staff.
 - We've also been onboarding their personal devices to provide network resources.

HUSD Maintenance Report

Board Meeting on September 28, 2022

Alan Joksch, Director of Maintenance and Transportation

Maintenance and Operations:

- Maintenance tickets are still coming in, but not with the urgency of the first few weeks of school.
 - The tickets we are receiving more transportation requests for Fall events and less maintenance related.
- With the change in the weather, we are seeing a decrease in HVAC issues
- Cleaned and paid special attention to High School Campus for Homecoming

Transportation

- Daily bussing is going well and as scheduled.
- Sports transportation:
 - We are beginning the High School MVL games with only a few that are long distance this season.
 - Cross Country Track has begun and will be using vans for the most part as they attend meets.

Campus Projects:

- Installed a bulletin board outside main office at High School.
- Forming plan for landscape west side exterior of High School Library.
- Planning install metal placard built by Ag shop on west side exterior of High School Library.
- Climatec Architectural Design for Solar Arrays at both sites has been submitted to DSA is presently under review with comments.

HAMILTON ELEMENTARY SCHOOL

Wednesday, September 28, 2022

Submitted by

Ulises Tellechea, Principal

Grade	Percentage	Grade	Percentage
TK	TK – 94.30%	5	5 – 96.97%
K	K – 99.12%	6	6 – 98.48%
1	1 – 98.04%	7	7 – 98.54%
2	2 – 97.87%	8	8 – 96.57%
3	3 – 97.87%	Enrollment: 396	
4	4 – 97.00%		

Campus News:

August and September have been wonderful months at HES. Our current enrollment is at **396** students. We have accomplished several big items in the last 2 months: Initial ELPAC testing, benchmark testing, implementation of our School Wide Positive Behavior Supports and Interventions, and professional development and collaboration time for teachers. Many of our students have also been involved in our HES athletic teams either by playing on the team or supporting in the stands!

Athletics: Our Volleyball teams have been very busy this season! There will be over 30 volleyball games played this season between both teams. Our football team will play a total of 8 games. Both teams have been showing great sportsmanship this season. Thank you, Mrs. Larson and Mr. Ortiz, for coaching. Go Wolves!

PBIS: Our PBIS initiative is off to a great start. Students seem motivated to earn their Wolf Bucks. Every Friday we have had over 150 students trade their Wolf Bucks for Otter Pops. Our weekly drawings are also a big hit in motivating students to follow the school's expectations of Be Safe Be Respectful Be Responsible. Examples of prizes for the weekly drawing are: lunch with the teacher, fast passes, homework passes, gift cards to In and Out, free haircuts, tools, and sports equipment.

Instructional news:

Initial ELPAC Testing: Mrs. Sawyer and the team of testers finished testing all initial ELPAC students within the 30 day deadline. Thank you, Mrs. Sawyer, Mrs. Heffley, and Isaac for your work.

HAMILTON ELEMENTARY SCHOOL

Wednesday, September 28, 2022

Submitted by

Ulises Tellechea, Principal

Benchmarks and Interventions: Teachers are done with the first round of benchmark testing. They are now using the testing data to run intervention groups as best as they can.

Professional Development: Our PD this year has focused on building Positive relationships with students (school culture) and our two instructional goals:

- Engage Students in Sustained interactions with teacher and peer.
- Focus interactions on the construction of Knowledge.

On Friday, September 16th we had an engaging PD provided by GCOE that focused on UDL with many components that addressed our two instructional goals. Kendra and Darren from GCOE will provide follow-up support to this PD during our PLC time.

This month, we also had our first of four PBIS PDs presented by Rainbow Walker. This PD was attended by our site's POD Leadership Team. The focus is to provide guidance with our School Wide PBIS implementation, particularly with our tier one interventions.

Hamilton Adult Education
Board Meeting Report-September28, 2022
Silvia Robles/Director

Completed and in Progress Tasks – September, 2022

1. Enrollment and students served to date for all programs:
 - Citizenship..... 6
 - Computer Basics 4
 - CPR/First Aid October 2022
 - ESL..... 10
 - Floral Design 17
 - Fine Arts/Cake Decorating.....14
 - Forklift Training..... 9
 - High School Diploma 12
 - TOTAL:.....72**

2. Open Enrollment ongoing
3. Pretesting newcomers
4. Goal setting with students
5. 2 cancellations for Fine Arts/Cake Decorating
6. Outreach and recruit with non-profit organizations, local businesses, employers
7. Set up Data Entry 2022-23
8. WIOA II Network Meetings/ Professional Development
9. Adult Ed Committee Volunteers Meeting

**Hamilton Unified School District
General Fund - Unrestricted and Restricted
September 28, 2022 Board Report**

	2022-23 Approved Budget	2022-23 Year To Date As of 9/19/22	2021-22 Approved Budget	2021-22 Year To Date As of 9/19/21
Revenues				
LCFF Sources	\$ 8,933,097	\$ 209,506	\$ 8,125,100	\$ 461,546
All Other Federal Revenue	\$ 1,069,285	\$ 4,422	\$ 236,750	\$ 93,682
Other State Revenue	\$ 368,759	\$ 66,622	\$ 553,175	\$ 94,081
Other Local Revenue	\$ 80,829	\$ 3,552	\$ 46,669	\$ 46,057
Other Financing Sources	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 10,451,970	\$ 284,102	\$ 8,961,694	\$ 695,366
Expenditures				
Certificated Personnel Salaries	\$ 3,870,816	\$ 393,265	\$ 3,580,239	\$ 349,742
Classified Personnel Salaries	\$ 1,346,175	\$ 202,829	\$ 1,168,056	\$ 173,413
Employee Benefits	\$ 2,171,864	\$ 284,877	\$ 2,059,770	\$ 292,207
Books and Supplies	\$ 595,189	\$ 175,031	\$ 738,305	\$ 80,196
Travel and Conferences	\$ 128,177	\$ 28,991	\$ 111,724	\$ 3,175
Dues and Memberships	\$ 13,650	\$ 14,426	\$ 14,850	\$ 10,834
Other Insurance	\$ 112,347	\$ 112,347	\$ 97,584	\$ 91,902
All Other Utilities	\$ 273,000	\$ 69,748	\$ 273,000	\$ 70,898
Rents/Leases/Repairs	\$ 61,275	\$ 12,887	\$ 72,245	\$ 18,123
Other Operating Expenditures	\$ 409,557	\$ 101,954	\$ 416,429	\$ 79,189
Capital Outlay	\$ 346,533	\$ 28,171	\$ 405,000	\$ 47,490
Other Outgo	\$ 1,485,551	\$ 13,262	\$ 896,147	\$ 5,568
Total Expenditures	\$ 10,814,134	\$ 1,437,788	\$ 9,833,349	\$ 1,222,737
Net Increase (Decrease) in Fund	\$ (362,164)	\$ (1,153,686)	\$ (871,655)	\$ (527,371)
Beg. Fund Balance at 7/1/22 (2021-22 2ND INTERIM)	\$ 1,670,424			
**based on 2nd interim due to GCOE cyber attack				
Projected Ending Fund Balance	\$ 1,308,260			

HUSD Superintendent Report

Board Meeting on September 28, 2022

Jeremy Powell, Ed. D.

A rhythm and flow to the school year has begun to set in. Our teachers are continuing to focus on connecting with our students and move forward with our focused curriculum and instruction. On September 16th, our entire Certificated Staff met for Professional Development focused on Universal Design for Learning hosted by GCOE. It was a strong afternoon of professional development and also time to reconnect with each other. Our parents and students have attended back to school nights, parent conferences are on the horizon, and the end of the 1st Quarter (October 7th) is right around the corner.

District Highlights for August & September:

- Throughout August, our teachers hosted Back-to-School Nights. These were well planned and thought out events that were very well attended by our parents.
- Our High School and Junior High Athletics are in full swing! We are proud of the strong sportsmanship and competitiveness each team is showing!
- Several of our Construction Projects continue to move forward including DSA Approval of our Elementary Restroom Project. We are hopeful that the Trash Enclosure and Solar Projects will be approved in the next two weeks!
- Sports Boosters held their Annual Golf Tournament. It was very well attended and helped raise funds to support our HHS athletics!
- Through diligent work by our staff and led by Tiffany, our CALPADS we certified last week. The CALPADS System has gone through multiple updates and has been difficult to work with. Thank you to everyone involved in certifying!

- Make sure to Follow us on:
 - HUSD App: Download from App Store or our website
 - Instagram: HamiltonUnified
 - Twitter: @hamiltonunified
 - Facebook: HamiltonUnifiedSchool District

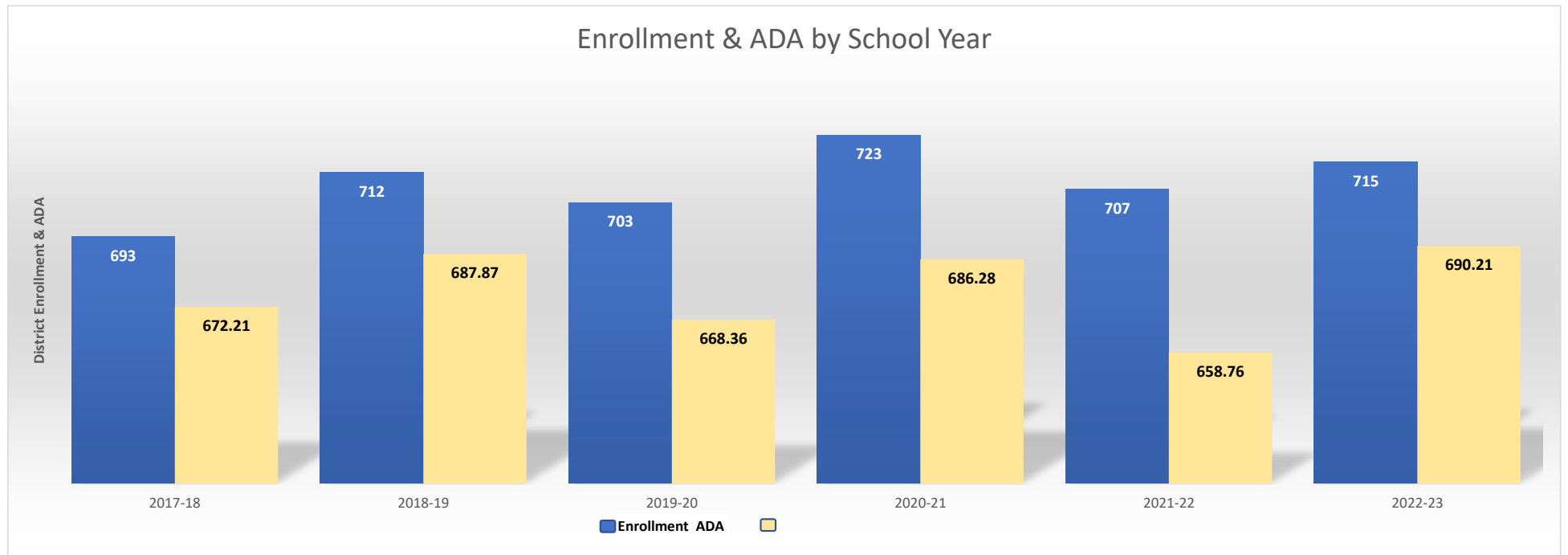
Upcoming Events:

- October 5th: Special Board Meeting @ 6:00 p.m.
- October 7th: End of the 1st Quarter
- October 19th: HULC at 3:30 in HHS Library
- October 24th: No School-PD Day
- October 26th: Board Meeting at 5:30 p.m. in HHS Library
- October 28th: Halloween Carnival

HUSD ENROLLMENT OVER SIX YEARS 2017-2023

1	2	3	4	5	6
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
269 HHS	286 HHS	265 HHS	295 HHS	288 HHS	302 HHS
12 EBHS	9 EBHS	13 EBHS	11 EBHS	10 EBHS	15 EBHS
279 K-5	292 K-5	272 K-5	269 K-5	260 K-5	270 K-5
133 6-8	125 6-8	153 6-8	146 6-8	149 6-8	128 6-8
693 ENROLLMENT	712 ENROLLMENT	703 ENROLLMENT	723 ENROLLMENT	707 ENROLLMENT	715 ENROLLMENT
672.21 ADA	687.87 ADA	668.36 ADA	686.28 ADA	658.76 ADA	690.21 ADA

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



HUSD ENROLLMENT OVER SIX YEARS

2017-2023

2022-23 8/16/2022		
#STU	GRADE	
12	TK	
37	K	
42	1	
47	2	
45	3	
46	4	
40	5	
39	6	
47	7	
45	8	
96	9	
64	10	
82	11	
77	12	
719 TOTAL		

2022-23 8/1-8/26/22		
#STU	GRADE	
12	TK	11.29
38	K	29.86
43	1	40.93
47	2	45.14
44	3	44.00
46	4	44.64
40	5	38.57
38	6	38.07
47	7	45.57
43	8	42.71
97	9	93.93
64	10	62.43
80	11	78.57
76	12	74.5
715 TOTAL		690.21

2022-23		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2022-23		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2022-23		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2022-23		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2022-23		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2022-23		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2022-23		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

2022-23		ADA
#STU	GRADE	
	TK	
	K	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
0 TOTAL		0.00

**Building Fund 21 (Bond) Expenditures for 2022-23
For September 28, 2022 HUSD Board Meeting
Total Expenditures through September 19, 2022**

PO #/Pymt ID	Date	Vendor	Description	Amount	Reimbursable*
252-2475134	7/12/2022	Bank of New York Mellon	Paying Agent Fee; Election of 2018, GO Bonds, Series A 2022-23	\$ 750.00	No
PO23-00161	8/17/2022	Division of the State Architect (DSA)	Filing fees for Elem Trash Project	\$ 500.00	
Total expenditures through 9/19/2022				<u>\$ 1,250.00</u>	

* YES means the expenditure is eligible for state reimbursement using a formula depending on the type of expenditure.

**Building Fund 21 (Bond) Expenditures for 2021-22
For August 24, 2022 HUSD Board Meeting
Total Expenditures through June 30, 2022**

PO #	Date	Vendor	Description	Amount	Reimbursable*
PV 16	9/8/2021	Bank of New York Mellon	Paying Agent Fee; RE: Election of 2018, GO Bonds, Series A	\$ 750.00	No
22-105	8/18/2021	Educational Facilities Program Management LLC	Program Management Services	\$ 1,400.00	Yes
22-105	10/13/2021	Educational Facilities Program Management LLC	Program Management Services	\$ 1,680.00	Yes
22-105	3/16/2022	Educational Facilities Program Management LLC	Program Management Services	\$ 3,080.00	Yes
22-105	5/27/2022	Educational Facilities Program Management LLC	Program Management Services	\$ 3,500.00	Yes
22-105	6/22/2022	Educational Facilities Program Management LLC	Program Management Services	\$ 2,520.00	Yes
20-495	10/20/2021	Integrated Educational Planning & Programming	Building/Expansion Project	\$ 22,740.00	
22-287	12/1/2021	Robertson Erickson	Surveying/civil engineering for HES trash area	\$ 1,150.00	n/a
22-287	3/2/2022	Robertson Erickson	Surveying/civil engineering for HES trash area	\$ 447.50	n/a
22-287	5/27/2022	Robertson Erickson	Surveying/civil engineering for HES trash area	\$ 447.50	n/a
22-287	6/22/2022	Robertson Erickson	Surveying/civil engineering for HES trash area	\$ 1,342.50	n/a
22-287	6/30/2022	Robertson Erickson	Surveying/civil engineering for HES trash area	\$ 2,237.50	n/a
Total expenditures through 6/30/2022				\$ 41,295.00	

* YES means the expenditure is eligible for state reimbursement using a formula depending on the type of expenditure.

**Building Fund 21 (Bond) Expenditures for 2020-21
For September 22, 2021 HUSD Board Meeting
Total Expenditures through June 30, 2021**

PO #	Date	Vendor	Description	Amount	Reimbursable*
PV 1	7/22/2020	Bank of New York Mellon	Paying Agent Fee; RE: Election of 2018, GO Bonds, Series A	\$ 750.00	No
423	9/23/2020	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 490.50	Yes
423	10/21/2020	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 2,256.00	Yes
423	12/2/2020	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 90.00	Yes
423	12/9/2020	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 12,913.50	Yes
423	2/3/2021	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 3,598.50	Yes
423	2/24/2021	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 10,069.50	Yes
423	3/24/2021	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 14,973.00	Yes
423	4/28/2021	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 8,113.50	Yes
423	5/26/2021	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 5,380.50	Yes
423	6/30/2021	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 2,130.00	Yes
423	6/30/2021	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 5,023.50	Yes
EP 71	6/30/2021	Dannis Woliver Kelley	Legal fees related to land acquisition	\$ 306.00	Yes
PV 12	10/7/2020	Department of Toxic Substances Control - DTSC	Property purchase testing	\$ 577.58	Yes
21-150	8/19/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 3,360.00	Yes
21-150	9/16/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 4,480.00	Yes
21-150	10/14/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 3,920.00	Yes
21-150	11/10/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 4,200.00	Yes
21-150	12/9/2020	Educational Facilities Program Management LLC	Program Management Services	\$ 2,520.00	Yes
21-150	1/13/2021	Educational Facilities Program Management LLC	Program Management Services	\$ 1,120.00	Yes
21-150	2/10/2021	Educational Facilities Program Management LLC	Program Management Services	\$ 1,120.00	Yes
21-150	6/30/2021	Educational Facilities Program Management LLC	Program Management Services	\$ 1,680.00	Yes
PV 32	11/10/2020	Hamilton Unified Revolving Fund for Glenn County	File a parcel map in Glenn County	\$ 1,136.00	No
PV 91	6/2/2021	Hamilton Unified Revolving Fund for Glenn County	Timios Title - closing costs for purchase of property	\$ 2,335.28	No
ER 5	6/30/2021	Revolving Ck# 1678 refund	refund - parcel map - See PV 32 dated 11/10/20	\$ (1,136.00)	No
20-495	6/16/2021	Integrated Educational	Building/Expansion Project	\$ 10,260.00	No
19-515	11/10/2020	Placeworks Inc.	CEQA Study/Expansion	\$ 2,097.38	Yes
19-515	11/10/2020	Placeworks Inc.	CEQA Study/Expansion	\$ 2,186.63	Yes
21-152	8/19/2020	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 1,650.00	Yes
21-152	10/21/2020	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 740.00	Yes
21-152	12/16/2020	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 540.00	Yes
21-152	12/16/2020	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 1,105.00	Yes
21-152	2/3/2021	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 180.00	Yes
21-152	2/24/2021	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 740.00	Yes
21-152	6/23/2021	Robertson Erickson Inc	Final survey and map package for county recorder	\$ 1,225.00	Yes
448	9/2/2020	Sacramento Valley Mirror	Legal ad for public hearing related to high school expansion	\$ 82.00	Yes
TV 301	3/19/2021	Timios Escrow	Deposit into escrow for acquisition of property	\$ 50,000.00	Yes
TV 353	5/7/2021	Timios Escrow	Purchase of property	\$ 1,073,500.00	Yes
Total expenditures through 6/30/2021**				\$ 1,235,713.37	

* YES means the expenditure is eligible for state reimbursement using a formula depending on the type of expenditure.

** Total expenditures through 6/30/21 after year end closing entries.

**FUND 21 (Bond) Expenditures
FY 2019-2020**

PO #	Date	Vendor	Description	Amount	Reimbursable
423	9/27/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 802.00	Yes
423	10/30/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 1,126.00	Yes
423	11/13/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 165.00	Yes
423	12/11/2019	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 2,969.00	Yes
423	1/8/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518/1103	\$ 807.00	Yes
423	5/6/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 754.50	Yes
423	5/20/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 1,833.50	Yes
423	6/24/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 1,194.50	Yes
423	6/30/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 2,179.50	Yes
423	6/30/2020	Dannis Woliver Kelley	Legal Fees related to land acquisition - matter ending 518	\$ 9,317.00	Yes
19397	9/27/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,057.63	Yes
19397	9/27/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,445.00	Yes
19397	10/16/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 2,960.00	Yes
19397	10/23/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 171.62	Yes
19397	12/11/2019	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 12,940.58	Yes
19397	2/5/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 12,895.93	Yes
19397	2/5/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 560.00	Yes
19397	3/18/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 4,475.12	Yes
19397	3/18/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,252.38	Yes
19397	6/17/2020	Holdrege & Kull (NV5)	Prelim Assessment #032-230-015	\$ 1,366.98	Yes
19515	9/27/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 4,692.02	Yes
19515	10/2/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 5,009.48	Yes
19515	11/20/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 9,667.98	Yes
19515	11/20/2019	Placeworks Inc.	CEQA Review; expansion project	\$ 14,715.59	Yes
19515	6/17/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 15,933.69	Yes
19515	6/30/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 430.49	Yes
19515	6/30/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 9,341.19	Yes
19515	6/30/2020	Placeworks Inc.	CEQA Review; expansion project	\$ 2,588.26	Yes
20202	9/27/2019	Department of Toxic Substances Control - DTSC	Property Purchase Testing	\$ 14,480.00	Yes
20219	9/27/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 5,040.00	Yes
20219	9/27/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,200.00	Yes
20219	11/13/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,480.00	Yes
20219	12/11/2019	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 3,080.00	Yes
20219	1/15/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 2,520.00	Yes
20219	2/12/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 2,380.00	Yes
20219	3/11/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,480.00	Yes
20219	4/15/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 5,320.00	Yes
20219	5/20/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 3,920.00	Yes
20219	6/17/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 4,200.00	Yes
20219	6/30/2020	Educational Facilities Program Management LLC	Consulting for HHS Expansion Project	\$ 5,180.00	Yes
20247	11/20/2019	Timios Title	Title Report for new property	\$ 400.00	Yes
20287	10/9/2019	Robertson Erickson Inc.	Survey for land	\$ 3,250.00	Yes
20287	6/30/2020	Robertson Erickson Inc.	Survey for land	\$ 3,250.00	Yes
20495	6/30/2020	Integrated Educational Planning & Programming	Building/Expansion Project	\$ 4,800.00	No
PV 98	3/11/2020	Sacramento Valley Mirror	Legal Ad - Notice of Prep. of a Prelim. Environmental Assess.	\$ 90.20	Yes
PV 119	6/17/2020	Sacramento Valley Mirror	Legal Ad - Expansion Project	\$ 139.40	Yes
Total expenditures through 6/30/2020				\$ 193,861.54	

2018-2019 Bond and Property Related Expenses

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

Total Amount Expended \$ 90,140.87

Reimbursable Total \$ 79,657.87

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13a	Date: 9/28/2022
Agenda Item Description: Approve updated 2022-23 Classified Confidential/Classified Management salary schedule.	
Background: A salary study was conducted on the Director of Nutrition and Student Welfare and the Director of Maintenance and Transportation. It was discovered that these two positions were well below the average salary of similar positions within our study. <ul style="list-style-type: none">• Range 2 on the Classified Confidential/Classified Management salary schedule was increased by 5%.• The Director of Nutrition and Student Welfare was moved from Range 3 to Range 2 on the salary schedule.	
Status: Pending board approval.	
Fiscal Impact: Classified Confidential/Classified Management 2022-23 salary schedule containing a 5% increase on Range 2 and move Director of Nutrition and Student Welfare from Range 3 to Range 2 on the salary schedule is \$11,364.53 (salary cost) and \$4,093.51 (benefit cost) respectively.	
Educational Impact: None.	
Recommendation: Approve updated 2022-23 Classified Confidential/Classified Management salary schedule containing a 5% increase on Range 2 and move Director of Nutrition and Student Welfare from Range 3 to Range 2.	

HAMILTON UNIFIED SCHOOL DISTRICT
 CLASSIFIED MANAGEMENT/CONFIDENTIAL
 SALARY SCHEDULE FOR 2022-23
 CAP \$12,370

Step	1	2	3	4	5	6	7	8	9-10	11 1%	12-15	16 1%	17-21	22 1%	23-26	27-30	31 5%
Range 1	69,398	72,174	75,061	78,063	81,185	84,433	87,811	91,324	94,977	95,926	99,765	100,762	104,792	105,840	110,073	114,477	120,201
2	58,828	61,183	63,631	66,175	68,822	71,575	74,438	77,416	80,512	81,318	84,570	85,415	88,832	89,720	93,309	97,042	101,895
	61,770	64,242	66,812	69,484	72,263	75,154	78,160	81,287	84,538	85,384	88,798	89,686	93,274	94,206	97,975	101,894	106,989
3	54,524	56,708	58,976	61,332	63,787	66,338	68,991	71,751	74,621	75,367	78,383	79,167	82,334	83,156	86,481	89,943	94,438
4	48,641	50,588	52,611	54,716	56,903	59,181	61,547	64,010	66,572	67,238	69,926	70,625	73,450	74,185	77,153	80,239	84,250

Range 1 Director of Technology

Range 2 Director of Maintenance & Transportation
 Director of Nutrition & Student Welfare

Additional changes for 22-23 for approval 9/28/22, Range 2

Range 3 Confidential HR and Payroll Specialist
 District Executive Assistant

Range 4 Administrative Assistant
 Social Services Coordinator

Salaries are based on 260 day contracts.

*Director of Nutrition & Student Welfare is an 11 month employee (contract prorated for 11 months), and Social Services Coordinator is an 11 month employee (contract prorated for 11 months).

**Removed District Case Manager/Parent/Family Coordinator from Range 3 on 12/15/20 per Board action on job description at 12/9/20 board meeting. Position title is now: Social Services Coordinator and is paid on Range 4.*

Effective July 1, 2022

COLA of 5.0% board approved 3/23/22.

Additional changes for 22-23 for approval 9/28/22, Range 2 increase 5% and Director of Nutrition & Student Welfare moved from Range 3 to Range 2.

CAP \$12,370 effective 10/1/2022

Master's stipend \$800, BS/BA stipend \$600, AS/AA stipend \$400

Employees on the Classified Confidential/Management Salary schedule will receive an annual cell phone stipend amount of \$600 (BP/AR 3513.1).

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13b	Date: 9/28/22
Agenda Item Description: Approve 3 Year Agreement 2020-23 between CSEA #623 and Hamilton Unified School District.	
Background: The Classified Unit (CSEA) and Hamilton USD agreed on a 3 Year Agreement for 2020-23. As approved in the June 27, 2022 board meeting packet, negotiated Articles included: <ul style="list-style-type: none">• Article 4: Organizational Rights• Article 10: Pay and Allowances• Article 11: Health and Welfare Benefits• Article 20: Layoffs• Article 21: Classification and Salary Assessments	
Status: Pending board approval.	
Fiscal Impact: Changes to Article 10: Pay and Allowances, Article 11: Health and Welfare Benefits and Article 21: Classification and Salary Assessments were outlined and approved during the June 27, 2022 board meeting (6/27/22 agenda Item Number: ACTION ITEMS: "f").	
Educational Impact: None.	
Recommendation: Recommend board approve the 3 Year Agreement 2020-23 between CSEA #623 and Hamilton Unified School District.	

|

AGREEMENT

Between

Hamilton Unified School District

And

California School Employees Association

Chapter 623

July 1, 2020 – June 30, 2023

TABLE OF CONTENTS

ARTICLE 1 – AGREEMENT	1
ARTICLE 2 – RECOGNITION	2
ARTICLE 3 – DISTRICT RIGHTS	3
ARTICLE 4 – ORGANIZATIONAL RIGHTS	4
ARTICLE 5 – PERSONNEL FILES	<u>87</u>
ARTICLE 6 - EVALUATIONS	<u>98</u>
ARTICLE 7 – GRIEVANCE PROCEDURE.....	<u>109</u>
ARTICLE 8 – TRANSFERS & PROMOTIONS.....	<u>1413</u>
ARTICLE 9 – HOURS AND OVERTIME.....	<u>1514</u>
ARTICLE 10 – PAY AND ALLOWANCES	<u>1918</u>
ARTICLE 11 – HEALTH AND WELFARE BENEFITS	<u>2423</u>
ARTICLE 12 – HOLIDAYS	<u>2625</u>
ARTICLE 13 – LEAVES	<u>2826</u>
ARTICLE 14 – DISCIPLINE.....	31
ARTICLE 15 – VACATION.....	35
ARTICLE 16 – WORKING CONDITIONS.....	37
ARTICLE 17 – SUMMER SESSION EMPLOYMENT	38
ARTICLE 18 – MISCELLANEOUS PROVISIONS.....	39
ARTICLE 19 – NO DISCRIMINATION.....	40
ARTICLE 20 – LAYOFFS.....	41
SIGNATURE PAGE	43
<u>APPENDIX A – CLASSIFIED SALARY SCHEDULE</u>	45
<u>APPENDIX B – DEFINITIONS</u>	46

ARTICLE 1 – AGREEMENT

- 1.1. The articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”), by and between the Hamilton Unified School District, hereinafter referred to as District, and the California School Employees Association and its Hamilton Chapter #623, hereinafter referred to as CSEA.
- 1.2. This Agreement shall remain in full force and effect from **July 1, 2020** through **June 30, 2023**.
- 1.3. If any provision of this Agreement, or any application thereof, to any classified employee represented by CSEA is held by a government agency or court of competent jurisdiction to be contrary to law, then such provision or application will be deemed invalid (to the extent required by such decision) but all other provisions or applications shall continue in full force and effect. In the event of invalidation of any portion of this Agreement, the parties agree to meet after such determination for the purpose of seeking to reach an agreement for the replacement of the invalidated article or section.
 - 1.3.1. In the event of invalidation of any portion of this Agreement, the parties agree to meet within thirty (30) working days after such determination for the purpose of seeking to reach agreement for the replacement of the invalidated article or section.


1.4. RATIFICATION OF ADDITIONS OR CHANGES

Any additions or changes in this Agreement shall not be effective unless reduced to writing and properly ratified and signed by both parties.

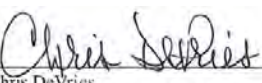
1.5. REOPENERS

~~For the 2021-2022 and 2022-2023 school years, either Party may reopen negotiations related to salary, health, and welfare benefits and up to two (2) articles of each Party’s choosing during the term of this contract (see any tentative agreements for limitations).~~

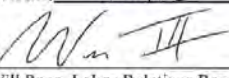
Per Tentative Agreement dated June 22, 2022 between the Hamilton Unified School District and the California School Employees Association and its Hamilton Chapter No. 623 (“CSEA”). “This agreement shall close negotiations between the Parties for the 2021-22 and the 2022-23 school years, and neither party shall be entitled to request reopeners for this term. Agreement is hereby signed by the Parties on this 22 day of June, 2022.”



Jeremy Powell
HAMILTON UNIFIED
SCHOOL DISTRICT
DATED: 6/22/22



Chris DeVries
CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION CHAPTER #623
DATED: 6/22/22



Will Pope, Labor Relations Rep.
CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION
DATED: 6/22/2022

ARTICLE 2 – RECOGNITION

- 1.1. The District hereby acknowledges that CSEA is the exclusive representative of all classified employees who are not management, supervisory, confidential, substitutes or certificated.

ARTICLE 3 – DISTRICT RIGHTS

- 3.1. It is understood and agreed that the District retains all its powers and authority to direct, manage and control to the full extent of the law. Included in but not limited to those duties and powers are the exclusive right to:
- a. Determine its organization.
 - b. Direct the work of its employees.
 - c. Determine the times and hours of operation.
 - d. Establish its educational policies, goals, and objectives.
 - e. Insure the rights and educational opportunities of students.
 - f. Determine staffing patterns.
 - g. Determine the number and kinds of personnel required.
 - h. Determine the curriculum.
 - i. Maintain the efficiency of District operations.
 - j. Build, move, or modify facilities.
 - k. Establish budget procedures and determine budgetary allocation.
 - l. Determine the methods of raising revenue.
 - m. Take action that is supported by law on any matter in the event of an emergency.
 - n. In addition, the District retains the right to hire, classify, assign transfer, evaluate, promote, terminate and discipline employees.
- 3.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.
- 3.3 The provisions of this Article shall not be construed to override specific terms of this Agreement or to abrogate or limit rights guaranteed or provided by legal decisions or the operation of the law.

ARTICLE 4 – ORGANIZATIONAL RIGHTS

- 4.1 CSEA shall have the following rights in addition to those which are expressly set forth in other Articles of this Agreement. See Appendix B for definitions.
- a. The right to reasonable release time and access to areas in which employees work for the purpose of representing bargaining unit members on grievances.
 - b. The right to review employee's personnel files and any other records dealing with employees when accompanied by the employee or upon written authorization of the employee.
 - c. The right to use, without charge, facilities, buildings, bulletin boards, mailboxes and the use of the school mail system for official communication directed to members by CSEA on matters related to representation.
 - d. To be supplied with an updated alphabetical list of all bargaining unit members to include the hire date, classification, contract hours and work location by the 1st of October each year.
 - e. The right to review or receive upon request, copies of materials related to wages, hours, other terms and conditions of employment or any other documents which are relevant for CSEA to fulfill its duties and obligations as the exclusive representative of bargaining unit employees covered by this Agreement.
 - f. The right to reasonable release time for the purpose of negotiating reopener and successor agreements.
 - g. The right to release time for one elected CSEA conference delegate to attend the annual CSEA conference.
 - h. The right to reasonable release time for the Chapter President or his/her designee for the purpose of attending to CSEA business.

4.2 VOLUNTARY DEDUCTIONS

The District shall, upon appropriate written authorization from any employee, deduct for any insurance premiums, credit union payments, savings bonds, or other plans or programs, which have been jointly approved by CSEA and the District. The District shall pay to the designated payee, within a reasonable time of the deductions, all sums so deducted.

4.3 DUES

4.3.1 The District shall distribute CSEA-supplied membership applications to new hires but not make any statement suggesting employees must join. The District shall refer all employee questions about CSEA or dues over to the CSEA Labor Relations Representative. CSEA shall defend and indemnify District for any claims arising from its compliance with this clause. It is the mutual intention of the parties that the provisions of this Article protect the rights of individual bargaining unit members without restricting CSEA's right to require every bargaining unit member, except those exempt from these provisions, to pay a fair share of the cost of collective bargaining activities.

4.3.2 The District shall not interfere with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA,

~~including but not limited to automatic renewal yearly unless the employee drops out during a specified window period. The District need not need keep track of this period which shall be tracked by CSEA within its membership database. Except as expressly exempted herein, all bargaining unit members who do not maintain membership in good standing in CSEA are required to pay service fees to CSEA in amounts that do not exceed the periodic dues of CSEA for the duration of this Agreement.~~

~~4.3.3 Bargaining unit members shall maintain membership in good standing in CSEA, pay service fees or, if a religious exemption is granted by CSEA, make equivalent payment to charity in lieu of service fees.~~

~~4.3.4 No bargaining unit member shall be obligated to pay dues or service fees to CSEA until the first of the month following thirty (30) calendar days after the bargaining unit member first comes into the bargaining unit.~~

~~4.3.5 Any bargaining unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or paying service fees to employee organizations shall not be required to join, maintain membership in, or pay service fees to CSEA as a condition of employment. However, such bargaining unit member shall be required, in lieu of a service fee required by this Agreement, to pay sums equal to such service fee to one of the following non-religious, non-labor organizations, charitable funds exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code.~~

~~4.3.5.1 A charity, as defined above, acceptable to the District and the Association.~~

~~4.3.5.2 A scholarship for the benefit of Hamilton Unified School District students.~~

~~4.3.6 Any bargaining unit member claiming this religious exemption must file a written request for exemption with CSEA Legal Department. If the request is granted, the bargaining unit member shall, as a condition of continued exemption from the requirement of paying service fees to CSEA, furnish CSEA Headquarters with copies of receipts from the charity selected, as proof that such payments have been made, or shall authorize payroll deduction of such payments.~~

~~4.3.7 CSEA has the sole and exclusive right to have employee organization membership dues and service fees deducted by the District for bargaining unit members.~~

~~4.3.8 The District shall deduct dues and service fees or payments to charity in accordance with the CSEA dues and service fee schedule from the wages of all bargaining unit members who have submitted payroll deduction authorization forms to the District unless CSEA notifies the District that the bargaining unit member is paying such fees directly to CSEA. Such authorization shall remain in effect until expressly revoked in writing by the bargaining unit member. A payroll deduction authorization form shall not be required for deduction of service fees or payments to charity.~~

- ~~4.3.9 The District shall, without charge, pay to CSEA within fifteen (15) days of the deduction all sums so deducted, except that the District shall pay to the designated charity sums deducted in lieu of service fees from the wages of bargaining unit members whose requests for religious exemption have been approved by CSEA Headquarters pursuant to this Agreement.~~
- ~~4.3.10 Along with each monthly payment to CSEA, the District shall furnish without charge an alphabetical list of all bargaining unit members identifying them by name, hourly rate of pay, and days per year in paid status and indicating the amount deducted, if any, and whether such deduction is for dues, service fees or charitable contributions.~~
- ~~4.3.11 Nothing contained herein shall prohibit a bargaining unit member from paying service fees directly to CSEA accounting department.~~
- ~~4.3.12 The District shall immediately notify the CSEA Chapter Treasurer if any member of the bargaining unit revokes a dues, service fee or payment in lieu of service fee deduction authorization.~~
- ~~4.3.13 CSEA agrees to reimburse the District, its officers and agents for reasonable attorney fees and legal costs incurred after notice to CSEA in ——— defending against any court or administrative action challenging the legality of the organization security provisions of this Agreement or the implementation thereof providing the District has complied with the terms of this Article and has promptly notified CSEA of its awareness of such an action. The Association agrees that payments under this provision shall be made on a semiannual basis.~~
- ~~4.3.14 The Chapter agrees to indemnify and hold the District harmless from any award or judgment, which may result from a court action or administrative action referenced in 4.3.12 above.~~
- ~~4.3.15 CSEA shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried or appealed.~~
- ~~4.3.16 Bargaining unit members on voluntary leave without pay, on laid off status, terminated from employment or not on the District's payroll for any reason for more than thirty (30) days shall be exempt from the above provisions.~~

4.4 DUES DEDUCTION

- 4.4.1 The District shall deduct, in accordance with the CSEA dues schedule, dues from the wages of all employees who are members of CSEA.
- 4.4.2 The District shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days or more after such submission.
- 4.4.3 There shall be no charge by the District to CSEA for regular membership dues deductions.

4.4.4 CSEA has the sole and exclusive right to have employee organization membership dues deducted by the District for bargaining unit members.

4.4.5 The District shall, without charge, pay to CSEA within fifteen (15) days of the deduction all sums so deducted.

4.4.6 Along with each monthly payment to CSEA, the District shall furnish without charge an alphabetical list of all bargaining unit members identifying them by name, hourly rate of pay, and days per year in paid status and indicating the amount deducted, if any.

4.5 MEMBERSHIP INFORMATION

4.5.1 The District shall take all reasonable steps to safeguard the privacy of CSEA member's personal information, including but not limited to members Social Security Numbers, personal addresses, personal phone number, personal cellular phone number, and status as a union member.

4.6 HOLD HARMLESS PROVISION

4.6.1 CSEA shall defend and indemnify District for any claims arising from its compliance with this Article and for any claims made by the employee for deductions made in reliance on information provided by the employee organization to the District to cancel or change membership dues authorization. The District shall be required to promptly notify CSEA of any claims made by employees relating to dues authorization.

4.6.2 CSEA shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried or appealed.

ARTICLE 5 – PERSONNEL FILES

- 5.1 Personnel files of each bargaining unit member shall be maintained in the District's central administrative offices.
- 5.2 Every bargaining unit member shall have the right to examine his/her file upon request provided such inspection takes place outside the employee's normal working hours.
- 5.3 Employees shall be provided with a copy of any derogatory material before it is placed in the employee's personnel file. The employee's written response, if submitted within ten (10) workdays shall be attached to the material.
- 5.4 Any person who places written material or drafts written material for placement in the bargaining unit member's file shall sign the material and signify the date on which such material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement.
- 5.5 Information of a positive nature will be entered into the personnel file of a bargaining unit member provided it was written by the immediate supervisor or is related to the bargaining unit member's job performance.
- 5.6 All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the Bargaining Unit Member.
- 5.7 Upon request, a bargaining unit member shall be provided a copy of any material included in his/her personnel file. A bargaining unit member shall have the right to authorize a CSEA representative to examine their file and obtain a copy of material in the file. The CSEA representative shall provide a form with the bargaining unit member's signature authorizing the review of materials.
- 5.8 Material not subject to inspection by the bargaining unit member includes rating reports or records which were obtained prior to the employment of the bargaining unit member or obtained in connection with a promotional examination.

ARTICLE 6 - EVALUATIONS

- 6.1 Evaluations shall be considered as a tool to provide bargaining unit member with information related to job performance and shall include not only a review of the past but a plan for future improvement as well as a provision for commendations for exemplary employees.
- 6.2 Evaluations shall be conducted by the bargaining unit member's immediate supervisor. All evaluations of classified employees shall be reviewed by the site administrator for which the employee works. If the immediate supervisor's assessment is in conflict with that of the site administrator, the matter will be reviewed by the Superintendent, or in his absence, the Chief Business Officer, to gain clarity prior to the evaluation being shared with the employee.
- 6.3 Permanent bargaining unit members shall be evaluated once each year prior to May 1st. Such evaluation shall consist of an overview of the current school year.
- 6.4 Probationary bargaining unit members shall be evaluated two times during the first year of employment. Preliminary progress evaluations shall occur once at four months and once at eight months. The employee shall receive a final evaluation prior to their 1st anniversary date. Should the District fail to conduct at least the final evaluation prior to the employee's anniversary date, the employee shall be deemed a permanent employee.
- 6.5 No evaluation shall be based on statements or events which cannot be investigated. Evaluations shall be made based upon the direct observation and knowledge of the evaluator.
- 6.6 Within ten (10) days of learning of any matter which may warrant placement of a negative rating on a bargaining unit member(s) evaluation, the immediate supervisor shall discuss with the bargaining unit member his/her concerns. No negative rating shall be placed on a bargaining unit member(s) evaluation without this discussion.
- 6.7 Any negative evaluation shall include specific deficiencies and specific recommendations for improvement and provisions for assisting the employee in implementing any recommendations made. Additional training, courses and counseling referrals are options for specific recommendations for improvement.
- 6.8 At any meeting to discuss an evaluation, the bargaining unit member is entitled to the right to representation if the bargaining unit member feels that the evaluation might lead to discipline. Such representative shall have the right to speak on behalf of the bargaining unit member.
- 6.9 The signing of an evaluation by a bargaining unit member only means that the bargaining unit member has received a copy of the evaluation, not that the bargaining unit member agrees with the contents of the evaluation.
- 6.10 Bargaining unit members shall be given release time without loss of pay for the opportunity to review and comment on any evaluation before it is entered into the District personnel files.

ARTICLE 7 – GRIEVANCE PROCEDURE

7.1 DEFINITIONS

- 7.1.1. A “grievance” is a claim by a bargaining unit member or CSEA that there has been a violation, misinterpretation or misapplication of this Agreement.
- 7.1.2. A “grievant” is the person or person, including CSEA or representatives, making the claim.
- 7.1.3. A “day” is any day in which the district office is open for business.

7.2 GENERAL

- 7.2.1 The purpose of this procedure is to secure at the lowest possible administrative level a resolution to the grievance caused from the interpretation and application of this Agreement.
- 7.2.2 The time limits specified should be considered firm, but may be extended by mutual agreement in writing.
- 7.2.3 Bargaining Unit members will inform their representative, i.e. local CSEA Representative/President their desire to file a grievance prior to the actual filing.
- 7.2.4 Bargaining unit members are entitled to representation by CSEA at all levels.
- 7.2.5 No reprisals of any kind will be taken by any person against any aggrieved person, any party in interest, any member of CSEA, or any other participant in the grievance procedures by reason of such participation.
- 7.2.6 A bargaining unit member may be represented at all stages of the grievance procedure by himself or herself or, at their option, by a representative of CSEA. A bargaining unit member may at any time present grievances to the District and have such grievance adjusted without the intervention of CSEA as long as the adjustment is reached prior to arbitration and the adjustment is consistent with the terms of this written Agreement. The District shall not agree to a resolution of the grievance until CSEA has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.
- 7.2.7 CSEA shall (on its own behalf or on the behalf of the affected employee(s)) initiate with the Superintendent a grievance which affects more than one bargaining unit member at more than one location or if the immediate supervisor does not have the authority to remedy the grievance.
- 7.2.8 Time limits shall begin the day following receipt of a written decision.

- 7.2.9 All documents, communication, and records resulting from the processing of a grievance shall be filed separately from the personnel file of any participant.
- 7.2.10 Appropriate forms for the filing and processing of grievances will be developed jointly by the District and CSEA and provided to bargaining unit members, as necessary, at the cost of the District.
- 7.2.11 If the District does not respond in a timely fashion, the grievance automatically proceeds to the next level.
- 7.2.12 Appropriate forms for the filing and processing of grievances will be developed jointly by the District and CSEA and provided to bargaining unit members, as necessary, at the cost of the District.
- 7.2.13 If the District does not respond in a timely fashion, the grievance automatically proceeds to the next level.

7.3 GRIEVANCE PROCEDURE

7.3.1 Level One (Informal)

- 7.3.1.1 Alleged grievances should be discussed in a private, informal conference between parties involved. At least one such private meeting should take place between the parties before the grievance procedure is involved. Grievant may request presence of CSEA representative.
- 7.3.1.2 If the same alleged grievance is made by more than one employee against one respondent, only one employee on behalf of self and the other complainants may process the complaint through the adjustment procedure upon signed written consent of other involved grievants. Names of all aggrieved parties shall appear on all documents related to the settlement of the grievance.
- 7.3.1.3 The administrator/supervisor has five working (5) days to respond to any informal grievance.
- 7.3.1.4 The time limit provided for in this policy may be extended by mutual written agreement of the parties. Any decision not appealed within the limits from one level to the next level in the grievance policy shall be considered settled on the basis of the last decision and not subject to further appeal.

7.3.2 Level Two (Formal)

- 7.3.2.1 Within five (5) working days of receipt of the administration or supervisor informal decision, the grievant has the right to move to formal level two of the grievance process should the decision not settle the issue. The formal level two grievance shall be delivered in writing

to the site administrator/immediate supervisor stating the reasons for disagreement, specific contract violations, and an acceptable solution.

- 7.3.2.2 Within five (5) working days the site administrator/supervisor shall communicate his/her decision to the employee in writing. If the administrator does not respond or the grievance is not settled with the grievant in an acceptable solution, within five (5) working days from receipt of the written decision of the site administrator/supervisor, the grievant may appeal to the next level.

7.3.3 Level Three

- 7.3.3.1 Within five (5) working days the grievant shall submit in writing a request to have the matter mediated with the Superintendent. The Superintendent shall call a meeting within ten (10) working days between the grievant and the supervisor to hear the level-three grievance. In the event the Superintendent is the immediate supervisor, the time period shall be automatically extended for up to five (5) additional days so that the President of the Governing School Board or his/her appointee may hear the grievance and render a decision. In either case, the grievant shall submit to the Superintendent a formal statement of grievance that includes the sections of the contract and an acceptable solution to the grievance. The site administrator/supervisor shall forward all responses of the prior grievance level(s) prior to the level-three conference.
- 7.3.3.2 Within five (5) working days, the Superintendent or in the event the President of the Governing School Board sits as moderator, shall in writing notify all parties of their decision. If this decision is an acceptable conclusion or a negotiated agreement is reached to the grievance, the grievance shall be deemed settled. If the decision or an agreement is not accepted/reached, the grievant may request in writing to have the grievance move to level four (Hearing before the School Board).

7.3.4 Level Four

- 7.3.4.1 Within thirty-two (32) working days of receipt of the appeal from the grievant, the School Board shall conduct a hearing on the grievance in an open or closed public session as requested by the grievant. At the hearing, the grievant shall have an opportunity to testify, present evidence, and present witnesses pertaining to the grievance.
- 7.3.4.2 Prior to the final resolution of the grievance, the district Board shall provide a copy of the grievance and the proposed resolution to CSEA. CSEA shall have seven (7) days to comment on the proposed resolution.
- 7.3.4.3 If the decision is not satisfactory, the grievant has the option of requesting of CSEA that the grievance be submitted to arbitration.

- 7.3.4.4 CSEA shall notify the District in writing of its determination within thirty (30) days of the Board's written decision.
- 7.3.4.5 Either party may call witnesses and present evidence relevant to the arbitration issues. Bargaining unit members called as witnesses will be released from duty without loss of pay to testify at the arbitration.
- 7.3.4.6 The arbitrator's decision will be in writing and will set forth to all parties his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The arbitrator will have no power to add to, subtract from or modify the terms of this Agreement. Should it become necessary to decide an issue, an arbitrator is required to review issues of "external law".
- 7.3.4.7 Provided the arbitrator abides by his or her jurisdictional mandates, doesn't commit fraud, or have a conflict of interest, the decision of the arbitrator shall be binding.
- 7.3.4.8 All costs, for the direct services of the arbitrator will be borne equally by the District and CSEA. Other costs will be borne by the party incurring them.

ARTICLE 8 – TRANSFERS & PROMOTIONS

8.1 DEFINITIONS

- 8.1.1 A transfer shall mean the movement of an employee from one school to another regardless of the number of hours per day or days per year. A transfer shall not involve a change in classification or job title.
- 8.1.2 A promotion shall mean the movement of an employee from one classification to a higher classification.
- 8.1.3 A demotion shall mean the movement of an employee from one classification to a lower classification.
- 8.1.4 A lateral transfer shall mean the movement of an employee from one classification to a different classification on the same salary range.
- 8.1.5 An involuntary transfer shall mean the movement of an employee from one school to another regardless of the number of hours per day or days per year that the employee has not initiated. An involuntary transfer shall not involve a change in classification or job title and shall not be used for disciplinary purposes. Any employee who will be involuntarily transferred shall be given at least ten-(10) working-days-notice along with the reason for the transfer.

8.2 POSTING OF NOTICE

- 8.2.1 Notice of job vacancies shall be posted on bulletin boards in prominent locations at each district job site for not less than six (6) full working days. Employees meeting the minimum requirements for the vacancy shall apply by sending notice to the Personnel Department prior to the deadline. Bargaining unit members who are on leave or layoff shall be sent a copy of the notice by first class mail on the date of the position posting.
- 8.2.2 The job vacancy notice shall include, the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, work shift times, days per week and months per year assigned to the position, the salary range and the deadline for filing to fill the vacancy.
- 8.2.3 Vacancies shall be filled in the following priority order:
 - a. Reemployment Lists (if in effect)
 - b. Transfers
 - c. Lateral Transfers
 - d. Demotions
 - e. Promotions
 - f. Outside candidate - If no bargaining unit member applies for the vacancy or meets the minimum qualifications

ARTICLE 9 – HOURS AND OVERTIME

- 9.1 Workweek – The workweek for each regular employee shall consist of five (5) consecutive workdays, Monday through Friday, unless otherwise designated by the District as posted in the job announcement. ~~(TA-5-13-2014)~~
- 9.2 Workday – The length of the workday shall be designated by the District for each classified assignment in accordance with the provisions set forth in this Agreement. At the time of employment, bargaining unit employee shall be assigned a fixed, regular, and ascertainable minimum number of hours. ~~(TA-5-13-2014)~~
- 9.2.1 The District and/or an employee may wish to propose a special project that requires modification of the employees shift days/hours. When a project is proposed, the District and Employee may sign a side letter that states the following:
- 9.1.1.1 The date, duration, and details will be delineated in the side letter.
- 9.1.1.2 Either the District or the employee may cancel the side letter by a written notice to the other party with 30 day notice to canceling.
- 9.3 Adjustment of Assigned Time – Any part time employee in the bargaining unit who works an average of thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period. Employees who work over assigned hours must have pre-approval of their supervisor before working overtime.
- 9.4 Rest Periods – All bargaining unit employees shall be granted rest periods which, insofar as practicable, shall be in the middle of each work period at the rate of fifteen (15) minutes per three and three quarters (3 ³/₄) hours worked or more; two rest periods of fifteen (15) minutes shall be granted to an employee who works at least six (6) hours. Employees who work less than three (3) hours shall have a ten (10) minute rest period. Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.
- 9.5 Overtime – All overtime hours shall be compensated at a rate of pay equal to one and one-half the regular rate of pay of the employee for all work required or permitted. Overtime is defined to include any time worked in excess of eight (8) hours per day or of forty (40) hours in any assigned work week. Any employee that works over eight (8) hours in a day or 40 hours in an assigned work week without prior approval from the employee's supervisor will not receive overtime compensation or compensatory time off.
- 9.5.1 Compensatory Time – Compensatory time off (CTO) in lieu of cash compensation may be accrued in lieu of compensation for overtime. CTO shall be taken, at a time that is mutually acceptable to the employee and the District. All paid overtime or CTO must have prior authorization for the overtime/CTO from the employee's supervisor. Any approved overtime will be submitted monthly to your supervisor on a timesheet denoting your request for overtime or CTO. The supervisor will forward this request to the district payroll clerk for documentation. All requests for Comp time off will be submitted through the AESOP system.

- 9.5.2 Employees may accrue and carry up to 40 hours of CTO. The employee may request to be paid for their CTO bank of time once annually in June. The employee must submit in writing a request for payment of their CTO bank to the District Chief Business Officer prior to the last day business day in May of the school year. If no such written request is received, it will be assumed the employee wishes to carry over the accrued CTO bank to the following school year. ~~(TA 6-19-2012)~~
- 9.5.3 In economic times of financial hardship, the District may require employees to use any compensatory time that is recorded in lieu of overtime. In these events, the unit will be notified in writing after the District issues a first or second interim report showing the District is presenting a qualified or negative budget to the School Board. In such events, the District will work with the unit members to schedule time off that will minimally impact the operation of the department, site or district office.
- 9.5.4 Transportation Assignments – Whenever it is necessary to provide the use of a school vehicle to transport more than eight (8) students, the District shall assign the task to a classified employee.
- 9.5.5 Overtime shall be distributed to employees in the bargaining unit within each department in order of bargaining unit seniority. If the employee with the greatest bargaining unit seniority elects to refuse the overtime assignment, it shall be offered to employees in the bargaining unit in descending order of seniority until the assignment is made. If overtime is mandatory and no unit member volunteers, the supervisor will distribute equally among unit members the required overtime on a reverse seniority rotational basis. Refusal by a senior employee in the bargaining unit of any overtime assignment shall not waive his/her right under this section to be offered any subsequent overtime assignment in order of seniority. Under extraordinary circumstances CSEA and the District agrees that a department head may work overtime usually owned by CSEA. (TA 5-13-2014)
- 9.6 When a classified employee is requested to work on any paid holiday, he/she shall be paid compensation, or elect to take compensatory time off for such work, in addition to the regular pay received for the holiday, at the rate of time and one-half (1½) of his/her regular rate of pay.
- 9.7 Minimum Call In Time – Any employee called in to work at a time when the employee is not scheduled to work, shall receive a minimum of two (2) hours pay at the appropriate rate of pay under this agreement.
- 9.8 Right of Refusal -- Any employee shall have the right to reject any offer or request for overtime, or call back or call in time, except in the case of an emergency declared by the Superintendent or his/her designee.
- 9.9 Hours Worked – For the purpose of computing seniority, all time during which an employee is in regular paid status, excluding overtime, as a probationary or permanent employee, shall be construed as hours worked.

9.10 Standby Time – All standby time shall be considered as regular hours worked and shall be compensated on a straight time or overtime basis as are other hours worked under this Agreement.

9.10.1 Bus drivers on special trips, including but not limited to athletic events, field trips and curricular trips who are required to remain on standby for the duration of the event for which the special trip is made, shall be paid for all standby hours at their regular rate of pay.

9.10.2 Whenever any combination of driving and standby hours in a day exceeds the established workday, all excess hours shall be compensated at the appropriate overtime rate based on the employee's regular pay rate. Unit members may choose to adjust their work schedules for the day that they are assigned to drive if the trip/event exceeds their scheduled work time. **(TA 5-13-2014)**

9.10.3 Notwithstanding any other provisions of this Agreement, if a special trip requires an overnight stay, the District shall be relieved of the obligation of standby payment for any hours between the time a bus driver is relieved of duties for the evening and the time resumed the following morning.

9.11 COMPENSATION DURING REQUIRED TRAINING PERIODS

9.11.1 An employee who is required to attend training sessions or otherwise engage in training of any kind in order to continue his/her employment in a position shall receive compensation as follows:

~~9.11.1.1~~ When the training occurs during the employee's regularly assigned working hours, the employee shall be paid at his/her regular rate of pay and shall receive all benefits to which he/she is entitled. All employees attending the two formal days of training shall complete a timesheet for the amount of hours worked in excess of their regular contract hours. ~~All ten (10), eleven (11) and 12 month shall receive two formal days of training per school year. One day shall be during the district in-service at the beginning of the school year, and one at the direction of the district during the school year. When the training occurs during the regularly assigned working hours, the employee shall be paid at his/her regular rate of pay and shall receive all benefits to which he/she is entitled. Ten (10) and eleven (11) employees, and twelve (12) month employees (who exceed their daily contracted hours) attending the two formal days of training shall complete a timesheet for the amount of hours worked in excess of their regular contract hours. (TA 3/2/18)~~

9.11.1.2 When the regularly assigned hours of work and training combined total in excess of eight (8) hours on a regularly assigned work day, or when the training occurs at any time other than the regularly assigned work week, the employee shall be paid at the overtime rate appropriate for the day and/or time at which training occurs. The overtime rate shall be based on the employee's regular rate of pay.

~~Training days that require adjustment of work day/work schedule shall be stated with a minimum of 10 days notice.~~

- 9.11.1.3 All costs incurred under a district mandated training program for employee transportation, registration fees, and supplies, shall be paid by the District.
- 9.11.1.4 12 month employees will be granted one half day of leave before the following holidays in lieu compensation of the additional District training days annually: one half day prior to Christmas Eve holiday and one half before the New Year's Eve holiday, ~~i.e. "Bolt Days"~~.

ARTICLE 10 – PAY AND ALLOWANCES

10.1 The regular rate of pay for bargaining unit members shall be in accordance with Appendix “A.”

~~10.2 Employees whose current salary schedule is higher than the salary at the corresponding step in the new salary schedule (Appendix A) shall be “Y-rated” and continue to receive their present salary until their rate of pay according to Appendix A reaches or exceeds their current rate. When an employee on a “Y-rate” vacates that position, the employee who occupies the position shall be compensated on the applicable step in the Appendix A. The “Y-rate” shall not apply in such instance unless the employee is also entitled to a “Y-rate” designation as defined in this article.~~

~~10.3~~10.2 All employees in the bargaining unit shall be paid at least once per month payable on or before the last working day of the month. If the normal pay date falls on a holiday, the paycheck shall be issued on the preceding workday.

~~10.4~~10.3 Any error that is discovered that affects the salary of an employee shall be adjusted up to a three (3) year period. If the error is in favor of the employee, the employee will be compensated by the amount plus five percent (5%) interest for a period of no more than three (3) years. The amount will be paid within a forty-five (45) calendar day period. If the error is in favor of the District, a mutually acceptable repayment plan will be undertaken which will reduce the employee’s monthly check accordingly.

~~10.5~~10.4 Any payroll adjustment due an employee in the bargaining unit as a result of working out of class, working overtime, or reasons other than payroll errors shall be included in either the following end-of-the-month or the 10th of the month payroll check. The supplemental pay period is from the 11th of the previous month to the 10th of the current month.

~~10.6~~10.5 Any paycheck for an employee in the bargaining unit which is lost after receipt or which is not delivered within seven (7) days of mailing, if mailed, shall be replaced not later than five (5) working days following the employee’s notice to the payroll department for replacement of the check.

~~10.7~~10.6 The District shall offer less than full time unit employees the opportunity to substitute for absent bargaining unit members. This opportunity shall be subject to the following:

~~10.7.1~~10.6.1 Absent unusual circumstances, there will be no overlap in hours (i.e. the employee must first be able to perform his/her regular assignment).

~~10.7.2~~10.6.2 The substitute assignment shall not result in overtime costs for the District. In such cases, the District may split the assignment or may offer the substitute opportunity to persons who are on the Classified substitute list.

~~10.7.3~~10.6.3 The District and Unit agree that parental involvement is critical to maximize the educational opportunities for all students. Further, District and Unit agree that Unit members and certain classifications within the Unit require training and

background parameters that are preserved by this agreement and state and federal laws.

~~10.7.4~~10.6.4 Certain classifications that require certain certifications as a means to protect children are as follows:

- a. Paraprofessionals as detailed in the Elementary and Secondary Education Act (ESEA, see below) ~~(3/2/18)~~
- b. Preschool Assistant and Preschool Teacher.

~~10.7.5~~10.6.5 Title I Paraprofessionals whose duties include instructional support must have:

- a. High school diploma or the equivalent, and
- b. Two years of college (48 units), or
- c. AA Degree (or higher), or
- d. Pass a local assessment of Knowledge and Skills in assisting in instruction.

~~10.7.6~~10.6.6 Other classifications who directly supervise children who are required to submit to a background check as prescribed by Ed Code 44830.1, 45125, 45125.01. ~~(3/2/18)~~

- a. Child Nutrition Staff
- b. Yard Duty Supervisors
- c. District Universals
- d. District Bus Driver
- e. Office Clerical

~~10.7.7~~10.6.7 The District and Unit wish to ensure that parent involvement is protected while complying with state and federal statutes requiring the protection of children. The District and Unit agree that parents may volunteer in their child's classroom up to five (5) hours weekly per child in their respective family. Such volunteerism is under the direct supervision of a classroom teacher and is not considered to infringe upon the aforementioned legal requirements or this agreement.

~~10.7.8~~10.6.8 This agreement does not inhibit parental involvement with those activities that are usual and customary known as parent involvement, for example PTO, Boosters and other like committees.

~~10.8~~10.7 When a bargaining unit member substitutes in a higher bargaining unit position, they shall be paid as follows:

~~10.8.1~~10.7.1 If his/her regular hourly rate of pay is less than Step 1 of the classification in which they will substitute, they shall receive Step 1.

~~10.8.2~~10.7.2 If his/her regular hourly rate of pay is more than Step 1 of the classification in which they will substitute, they shall receive one hundred five percent (105%) of Step 1, or an additional \$1.00 per hour of the employee's current hourly rate, whichever is higher. ~~(3/2/18)~~

~~10.8.3~~10.7.3 If a unit member is appointed in writing by the Superintendent to conduct the duties of a department manager, that unit member shall receive one hundred ten percent (110%) of that unit member's current hourly rate of pay. If more than one unit member is undertaking the duties of the manager, the compensation will be split equally. This clause shall exclude coverage for vacations. (Contingent upon acceptance of the district counter offer, the district will agree to retro current food service employees who are serving during the 2017-2018 school year during the second semester.) ~~-(3/2/18)~~

~~10.8.4~~10.7.4 A bargaining unit member may substitute in the place of a department manager up to one full school year at step one of that particular manager's pay rate. The selection of the bargaining unit member to cover the absence of that manager will be solely at the discretion of the district. ~~(3/2/18)~~

~~10.9~~10.8 Split Shift Differential – Based upon District needs, bargaining unit employees may be assigned to a split shift assignment. A split shift assignment is one which has more than one (1) hour between the work segments (e.g. work from 7:00 a.m. to 11:00 a.m., no assignment from 11:00 a.m. to 3:00 p.m., work from 3:00 p.m. to 7:00 p.m.). Each employee assigned a split shift shall be paid a differential. The differential shall be:

~~10.9.1~~10.8.1 Two and one-half percent (2½%) of his/her step placement on the salary schedule if the actual "split" (excluding up to one hour for a meal break) is three hours or less.

~~10.9.2~~10.8.2 Five percent (5%) of his/her step placement on the salary schedule if the actual "split (excluding up to one hour for a meal break) is more than three hours.

~~10.10~~10.9 Mileage Reimbursement – Employees required to use his/her own automobiles in the performance of their assigned duties, or if attendance is required at job related meetings or conferences, shall be reimbursed for mileage at the IRS mileage rate. If requested use by the District results in an increase of employee insurance premiums, the District will pay for the increase in premium costs.

~~10.11~~10.10 Lodging and Meals – Any employee, who as a result of a work assignment, must be lodged away from home overnight shall be reimbursed by the District for the cost of lodging and meals in accordance with Board Policy. If requested by the employee, the District shall provide advance funds to the employee for such lodging and meals.

~~10.12~~10.11 Compensation During Required Training Periods – An employee who is required to attend training sessions or otherwise engage in training of any kind in order to continue his/her employment in a position shall receive compensation as follows:

~~10.12.1~~10.11.1 When the training occurs during the employee's regularly assigned working hours, the employee shall be paid at his/her regular rate of pay and shall receive all benefits to which he/she is entitled.

~~10.12.2~~10.11.2 All costs incurred under a District mandated training program for employee transportation, registration fees, and supplies, shall be paid by the District.

~~10.13~~10.12 Physical Examination – The District agrees to provide the full cost of any medical examination of regular employees, including TB test or X-rays, required for continued employment or when directed by the employee's supervisor or required for license renewal.

~~10.14~~ **Medical Administration Activities (MAA):**

~~(The Unit and District agrees that the tentative agreement dated June 19, 2012 for MAA is the prevailing language. The District and Unit agree that this side letter dated June 19, 2012 will be a common reopener each year until a successor agreement is reached or the MAA program is discontinued. MAA will remain a reopener each year.)~~

~~10.14.1~~ In the absence of the District issuing a Negative or Qualified Certification on the First or Second interim reports, the District will distribute all Medical Administrative Activities funds accumulated from the previous fiscal year by the District and allocated to eligible employee units no later than December 31 following receipt of those funds. Subsequent to the issuance of a Negative or Qualified Certification, all aforementioned MAA funds shall be retained by the District until such time as the District issues a Positive Certification on Either the First or Second Interim report.

~~10.14.2~~ Eligible employees:

- ~~a.~~ Those unit members, who complete the MAA survey participant requirements and qualifying and completing quarterly time surveys for each *are qualified to participate in the random moment survey process and who complete the survey if selected*, each program year, will be eligible to receive their portion of unrestricted MAA funds for that year.
- ~~b.~~ Those who replace and serve in the same position as the employee who generated the funds.
- ~~c.~~ All Classified unit employees who meet the requirements will receive 100% of MAA allocations to the unit. All unit members who meet the qualifications in "a" and "b" shall receive an equal portion of the unrestricted MAA funds allocated to the classified unit for that survey year.
- ~~d.~~ Employee listed in January 2012 MAA time survey participate list, to be updated annually. A list of Employees who qualify to survey under the random moment survey process shall be updated annually.

- ~~10.14.3 — Direct costs of operating the MAA program shall receive first priority for funding to include the MAA portion of salaries of the MAA Coordinator and the Business Manager as well as program supplies and equipment. Not to exceed \$12,500.~~
- ~~10.14.4 — \$15,000 of the High School Librarian/Technology Coordinator's Salary and \$7,500 of the Counseling Secretary salary and up to \$15,000 of the elementary school librarian salary shall receive second priority for funding.~~
- ~~10.14.5 — \$7,500 for computer technician and \$15,000 of the Counseling Secretary's/High School Library Technician salary and up to \$15,000 of the Elementary School Library Technician's salary shall receive second priority funding.~~
- ~~10.14.6 — \$2,000 dollars MAA funding for Agricultural Instructors Stipend to be split between the agriculture teachers.~~
- ~~10.14.7 — A \$20,000 Contribution to the post retirement fund shall receive third priority for funding.~~
- ~~10.14.8 — \$10,000 annually for new computers/new labs at either at any district site as funding and space becomes available. This may be used to upgrade teacher computers as well; Classified Employees and District Administration would not be included in these funds.~~
- ~~10.14.9 — Remaining MAA funds shall be allocated to eligible employees~~
- ~~10.14.10 — Classified: 15 percent of funds divided by the number of employees who generate MAA funds.~~
- ~~10.14.11 — The Business Manager shall keep a record of MAA account balances for all employees. Funds will be carried over from the current program, to the next program year, year-to-year. If an eligible employee is no longer employed by the district, the remaining fund balance shall be returned to the eligible employee's unit (classified CSEA) to be reallocated and redistributed the following December 31st deadline to the remaining participating unit members.~~
- ~~10.14.12 — MAA fund expenditures must receive prior approval from the Superintendent and CBO District Administration as is the case with any Purchase Order/Reimbursement payable. MAA funds are unrestricted and may be used on, but are not limited to, equipment, supplies, staff development, student enrichment, instructional materials and site improvements. (TA July 25, 2012)~~

10.12.1

ARTICLE 11 – HEALTH AND WELFARE BENEFITS

11.1 GENERAL PROVISIONS

- 11.1.1 The District will not change the level of existing health benefit coverage except through the negotiations process.
- 11.1.2 The District contribution to health benefits for medical, dental, and vision coverage for full time employees shall be capped at the annualized rate of ~~\$11,370~~ 12,370 as of ~~July 1, 2017~~ October 1, 2022 and until the district and CSEA negotiate a successor agreement. ~~(TA 4-25-2017)~~
- 11.1.3 Employees whose current benefit coverage is higher than that as defined in this article shall continue to receive their current benefits until such time as they are no longer employed by the district.
- 11.1.4 In addition to the benefits listed in 11.1.2, the district shall provide at no expense to the employee a \$25,000 life insurance policy.
- 11.1.5 Beginning with the 2011-2012 fiscal year, the District will no longer pay the costs of disability insurance (1.19% of the salary) for unit members. Unit members may individually elect to pay the cost of disability insurance. In response to this, the salary schedule for the 2010-2011 (Appendix A) shall be increased by 1.19% at each step and range effective July 1, 2011.
- 11.1.6 Eligible employees who began employment after the beginning of a new fiscal year shall receive the prorated portion of the District's contribution to health benefits for medical, dental, and vision coverage.

11.2 FULL TIME EMPLOYEES

- 11.2.1 A full-time employee for purposes of this article shall be defined as an employee who works a minimum of six hours per day/thirty (30) hours per week.
- 11.2.2 The district shall contribute the annualized cap of \$11,370 per year for health benefits to qualifying unit members. ~~(TA 4-25-2017)~~

11.3 PART TIME EMPLOYEES

- 11.3.1 A part time employee for purposes of this article shall be defined as an employee who works less than six hours per day/ thirty hours per week.
- 11.3.2 The district shall provide life insurance at no cost to the employee.

11.4 RETIRED EMPLOYEES

- 11.4.1 For each eligible fulltime employee who retires during the life of this contract, the district shall provide health benefits (medical, dental, vision).
- 11.4.2 The district contribution for the benefits shall be set at the same dollar level as that for active employees each year.
- 11.4.3 To be eligible for health benefit coverage, the unit member must have served a minimum of fifteen (15) years in the district (Hamilton Union High School District, Hamilton Union Elementary School District, and Hamilton Unified School District) and have reached the age of fifty-five (55).
- 11.4.4 The district shall continue to provide coverage until one of the following occurs:
 - 11.4.4.1.1 The death of an employee;
 - 11.4.4.1.2 The employee reaches the age of sixty-five (65);
 - 11.4.4.1.3 The employee becomes eligible for Medicare or Medical;
 - 11.4.4.1.4 The employee gains active employment elsewhere and becomes eligible for health insurance at his/her new employment; or
 - 11.4.4.1.5 The retiree's dependents will be added to the retiree's coverage for as long as the retiree is eligible.

11.5 TRANSITION COVERAGE

- 11.5.1 Pursuant to federal law (COBRA), an employee who has been receiving health benefits, and who terminates his/her position or is terminated (except for gross misconduct), is entitled to continue group coverage at his/her expense for up to eighteen (18) months). Note: For a limited time pursuant to federal law, an eligible employee who is terminated may purchase health insurance for up to nine (9) months and pay 35% of the insurance premium.
- 11.5.2 In certain circumstances, the employee's spouse, former spouse, or dependent child may have a right to continued coverage for up to thirty-six (36) months.
- 11.5.3 Continued coverage may be subject to an administrative fee levied by the program administrator

ARTICLE 12 – HOLIDAYS

- 12.1 The parties agree to provide a floating holiday to all eligible unit members for the Juneteenth Holiday from 2020/2021 School Year for use during the 2021/2022 School Year. The District agrees to provide all employees in the bargaining unit with the following paid holidays:
- a. New Year's Day – January 1
 - b. Martin Luther King Day
 - c. Lincoln's Birthday ~~–February~~
 - d. President's Day ~~–February~~
 - e. Spring Vacation Day – Good Friday
 - f. Memorial Day – Last Monday in May
 - g. Independence Day – July 4
 - ~~g.~~ h. Juneteenth Day – June 19
 - ~~h.~~ i. Labor Day – First Monday in September
 - ~~i.~~ j. Admission Day – September 9 (Floating holiday selected by employee requires prior District approval)
 - ~~j.~~ k. Veteran's Day – November 11
 - ~~k.~~ ~~Bolt Day (½ Day) – Tuesday prior to Thanksgiving*~~
 - l. Thanksgiving Travel Day – Day before Thanksgiving Day
 - m. Thanksgiving Day – Thursday proclaimed by the President
 - n. Thanksgiving Travel Day – Day after Thanksgiving Day
 - ~~o.~~ ~~Bolt Day (½ Day) – Day prior to Christmas Eve*~~
 - ~~p.~~ o. Christmas Eve – December 24
 - ~~q.~~ p. Christmas Day – December 25
 - ~~r.~~ q. New Year's Eve – December 31
- 12.2 Additional Holiday – Any day proclaimed by the President of the United States or the Governor as a mandatory holiday shall be observed by the District office.
- 12.3 Holiday Eligibility – Except as otherwise provided in this Article, an employee must be in a paid status on his/her normal working day preceding or succeeding the holiday to be paid for the holiday.
- 12.3.1 Employees in the bargaining unit who are not normally assigned to work during the Christmas recess shall be paid for any holidays above provided they were in a paid status during any portion of their normal working day immediately preceding or succeeding the holiday period.
- 12.4 Holidays on Saturday or Sunday or on Day Off – When a holiday falls on a Saturday, the preceding workday, not a holiday, shall be deemed to be that holiday. When a holiday falls on a Sunday, the following workday not a holiday shall be deemed to be that holiday.
- 12.4.1 The operation of this section shall not cause any employee to lose any of the holidays clearly indicated in this Article.

- 12.5 If any holiday as listed in 12.1 is a student attendance day in any given year, eligible employees shall be awarded a floating holiday to be designated by the employee and approved by the District.

ARTICLE 13 – LEAVES

- 13.1 Sick leave for illness or injury will accrue to all bargaining unit members on the basis of one (1) day's leave for each month of service rendered. If a bargaining unit member works at least five (5) days in any month, the bargaining unit members shall accrue sick leave for that month. Sick leave for part-time employees shall be computed proportionately. Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.
- 13.1.1 Credit for sick leave need not be accrued by the employee prior to taking leave; such leave may be taken at any time during the year. However, a new employee of the District shall not be eligible to receive more than six (6) days credit, or the proportionate amount to which he/she may be entitled until the first day of the calendar month after completion of six (6) months of active service with the District.
- 13.1.2 Permanent employees shall be credited on the employee's first workday of the school year, with one (1) year's allowance (e.g. 12 days for a 12 month employee) of sick leave, which must be subsequently earned. In the event an employee leaves the classified service after having used more than the total amount earned to date at the rate of one (1) day per month, the unearned portion shall be deducted from his/her final warrant. In case the final warrant is insufficient to compensate for unearned leave, the separated employee shall reimburse the District by cash payment.
- 13.1.3 Unused sick leave credit may be accumulated without limit and may be transferred to any other California school district with the transferring employee pursuant to law.
- 13.1.4 Injury or illness attributed to pregnancy shall be treated as an illness for the purpose of sick leave.
- 13.1.5 An employee is required to notify the District Office, on a daily basis, of his/her absence for reasons of personal illness and the anticipated date of return. Exception to this requirement shall be made when the employee's absence beyond one day is based upon advice from a qualified medical practitioner.
- 13.1.6 Upon retirement, an eligible employee may convert all unused sick leave into service credits in accordance with PERS regulations.

13.2 Extended Illness Leave

Article 13.2 per Education Code Section 45196.... A regular classified employee shall once a year be credited with a total of not less than 100 working days of paid sick leave, including days to which he or she is entitled under Education Code Section 45191 (Article 13.1). Such days of paid sick leave in addition to those required by Education Code Section 45191 shall be compensated at not less than 50 percent of the employee's regular salary. The paid sick leave authorized under such a rule shall be exclusive of any other paid leave,

holidays, vacation, or compensating time to which the employee may be entitled. ~~(TA 9/9/2015)~~

- 13.3 Entitlement to Other Sick Leave – When a permanent classified employee who is on illness or injury leave has exhausted all paid leave he/she is entitled to, he/she may be placed on a six month unpaid leave. If at the end of the six months unpaid leave the employee is still unable to return to work, he/she shall be placed on a reemployment list of 39 months.
- 13.4 Industrial Accident and Illness Leave – In addition to other benefits that an employee may be entitled to under the Worker’s Compensation laws of this State, employees shall be entitled to the following benefits:
 - 13.4.1 An employee suffering an injury or illness arising out of, and in the course and scope of his/her employment shall be entitled to a leave of up to sixty (60) work days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year; when any leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
 - 13.4.2 Payment for wages lost on any day shall not, when added to an award granted the employee under the Worker’s Compensation laws of this state, exceed the normal wage for the day(s).
 - 13.4.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave may be used. If, however, an employee is still receiving temporary disability payments under the Worker’s Compensation laws of this state at the time of the exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave pay which, when added to the Worker’s Compensation award, provides for a day’s pay at the regular rate of pay.
 - 13.4.4 An employee absent from duty because of an industrial accident or illness leave, who has used all available paid leave pursuant to this Agreement and is unable to return to duty, may be granted a leave of absence without pay for further recuperation.
 - 13.4.5 Any time an employee on industrial accident or illness leave is able to return to work, he/she shall be reinstated in his/her position.
 - 13.4.6 The District reserves the right at District expense to require a medical examination by a District selected doctor at any state of an industrial accident claim.
 - 13.4.7 Any employee on industrial accident leave shall not leave the state without written consent from the District.

13.5 Catastrophic Leave [13.5](#)

13.5.1 Under the catastrophic leave program, District employees may voluntarily donate sick leave credits to other eligible employees within their employment group who have been granted leaves of absence due to a catastrophic illness or injury. Leave credits may not be exchanged between classified and certificated employees.

13.6 Sick Leave Credits. [13.6](#)

13.6.1 Credits are received and donated on an hourly basis.

13.7 Recipients. [13.7](#)

13.7.1 To be eligible to receive donations, the employee must satisfy all of the following conditions.

- a. Be covered by the catastrophic leave provisions of the collective bargaining agreement.
- b. Provide medical written verification from his/her licensed physician of a catastrophic illness or injury, indicating the incapacitating nature and probable duration of the illness or injury.
- c. Have used all available sick leave credits.
- d. Not be receiving other salary replacement credits such as worker's compensation.

13.8 Donations may be solicited through an announcement by the District on behalf of an eligible recipient.

13.9 All transfers of eligible leave credit shall be irrevocable. The Superintendent shall ensure that all donations are confidential.

13.10 To donate sick leave credits, the employee must satisfy all of the following conditions:

- a. Be covered by the catastrophic leave provisions of the collective bargaining agreement.
- b. Donation per employee not to exceed ten days (10 days) accumulated sick days. ~~(TA 9/9/2015)~~

- 13.11 Bereavement Leave – Employees of the bargaining unit shall be granted a leave with full pay in the event of a death in the employee’s immediate family. The leave shall be for a period not to exceed three (3) days or five (5) days if travel is over 200 air miles one way or out-of-state travel is required to attend services.
- 13.11.1. Immediate Family shall mean and include the following: husband, wife, mother, father sister, brother, son, step and foster son, daughter, step and foster daughter, grandparent, grandchild, stepmother, stepfather, stepson, stepdaughter of the employee or the employee’s spouse and any other relative person of either the employee or the spouse living in the immediate household of the employee.
- 13.11.2. Additional time off, with pay shall be granted by the District, when an employee’s emotional condition warrants such consideration; however, such additional time off shall be subtracted from the employee’s accumulated sick leave.
- 13.12 Jury Duty – An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The employee will reimburse the District that amount that he/she receives from the County for jury duty. Any meal, mileage, and/or parking allowance provided the employee for jury duty shall not be considered in the amount reimbursed to the District.
- 13.13 Personal Necessity Leave – Any seven (7) days of absence per year earned for sick leave under Section 13.1 of this Article may be used by the employee, at his/her election, in cases of personal necessity on the following basis.
- 13.13.1 The death of a member of the employee’s immediate family when additional leave is required beyond that provided in Section ~~13.11 13.5 (will need to change with numbering of bereavement)~~ of this Article or death not covered under bereavement leave but which of great personal concern to the employee;
- 13.13.2 As a result of an accident or illness involving an employee’s person or property or the person or property of his/her immediate family as listed in Section ~~13.11.1 13.5.1~~ or an incident of such an emergent nature that the immediate presence of the employee is required during his/her work day;
- 13.13.3 Appearance in court as a litigant or as a witness under an official order;
- 13.13.4 Illness of a member of the immediate family as defined in ~~13.11.1 13.5.1~~ of such a nature as to require the presence of the employee during his/her normal workday.
- 13.13.5 Employees shall be granted up to two (2) days for paternity or adoption leave. (see 2017-18 TA)
- 13.13.6 One (1) day of this leave may be used in each fiscal year for Compelling Personal Importance. The employee using such leave shall be required to file a written statement with the Personnel Department that such leave was not used for any of the following purposes:

- a. Engaging in other employment
 - b. Work stoppage or strike
 - c. Other personal reasons approved by the Superintendent, which cannot reasonably be taken care of outside the hours of assigned duty.
- 13.14 Military Leave – An employee shall be entitled to military leave as provided for in the Military and Veteran’s Code and the Education Code.
- 13.15 Pregnancy Disability Leave – A Unit member may use all available leaves for disability due to pregnancy, childbirth, or related medical conditions and recovery from these conditions.
- 13.15.1 The length of pregnancy disability leave, including the date on which the leave shall begin and the date on which the unit member is no longer disabled because of pregnancy and shall return to work shall be determined by the unit member’s physician.
 - 13.15.2 Before returning to work from a pregnancy disability leave, the unit member shall obtain a “return to work” certification from her health care provider stating that she is able to resume her job duties.
 - 13.15.3 Pregnancy disability leave shall not be granted to provide periods of convalescence beyond disability prior to or following child birth. Pregnancy disability leave shall not be granted for childcare.
- 13.16 Parental/Child Bonding Leave – Employees may elect to utilize up to 12 weeks of child bonding leave occasioned by the birth of the employee’s child, or the placement of a with the employee in connection with the employee’s adoption or foster care of the child as provided by the California Family Rights Act (CFRA).
- 13.16.1 Eligibility for Parental Leave:
 - 13.16.1.1 All full-time and part-time employees who have been employed for 12 months with the employer are entitled to utilize parental leave.
 - 13.16.1.2 There is no threshold number of hours that part-time employees, as well as full-time employees, must work in order to be eligible for parental leave.
 - 13.16.2 Commencement of Leave
 - 13.16.2.1 For birthing mothers, the 12 week child bonding leave shall commence after the conclusion of any pregnancy disability leave.
 - 13.16.2.2 For non-birthing ~~mothers~~parents, the 12 work week child bonding leave shall commence on the first day of such leave.

13.16.2.3 Child bonding leave shall run concurrently with the CFRA Leave and the total amount of child bonding leave and the CFRA Leave shall not exceed 12 work weeks in a 12 month period.

- 13.16.3 A unit member may use accumulated sick leave for the purpose of Child Bonding Leave. Pursuant to Education Code Section 45196.1, if an employee exhausts his/her sick leave prior to expiration of the 12 week child bonding leave, the employee shall be entitled to differential ~~pay (no less than 50% of regular pay, Education Code Section 45196.1)~~ as defined in 1.12 of Appendix B Definitions, for the balance of the 12 week period. Should the employee choose not to use available sick leave, the employee will not receive differential pay.
- 13.16.4 Pursuant to CFRA, child bonding leave may be used within one year of the birth, adoption or foster care placement of a child.
- 13.16.5 The employee must provide the district with at least thirty (30) days prior notice of intent to take child bonding leave, except in case of emergency.
- 13.16.6 Where both parents are employees of the District, the two parents are entitled to share a total of 12 work weeks of bonding leave.
- 13.16.7 The employee is entitled to take parental leave in intermittent periods within the 12 month period; however, the aggregate amount of parental leave taken shall not exceed 12 works weeks in the 12 month period.
- 13.16.8 If a school year concludes before the 12 work week period is exhausted, the employee may take the balance of the 12 work week period in the subsequent school year.
- 13.16.9 The employee is also entitled to use his or her vacation leave in taking parental leave, if the employee choses to do so.
- 13.16.10 Other Leaves – The District expressly reserves the sole right to grant or deny, on any terms mutually acceptable to the District and the employee, any other leave which may be requested by an employee.
- 13.16.11 Break In Service – No absence under the provisions of any paid leave provided for in this Article shall be considered a break in service. During the period the employee remains in paid status, all benefits provided to an active employee under the provisions of this Agreement shall continue to accrue.

13.17 MISCELLANEOUS

- 13.17.1 Each absence must be reported in AESOP. The absence must explain the reasons for the leave.
- 13.17.2 Leaves of absence may be taken in hourly increments.

ARTICLE 14 – DISCIPLINE

14.1 PROCEDURES

- 14.1.1 Bargaining unit members shall be disciplined for violation of the rules and regulations of the District, this Agreement and the law.
- 14.1.2 Unsatisfactory performance or misconduct of a major nature or serious situations involving the health and welfare of students or employees shall bypass the progressive discipline procedures.
- 14.1.3 Recommendations for discipline shall be for reasonable cause including but not limited to unsatisfactory performance.
- 14.1.4 Prior to the imposition of discipline of five (5) days or more suspension without pay or greater penalty, the bargaining unit member will be provided an opportunity for a “Skelly hearing” and the bargaining unit member given the opportunity to respond orally or in writing. Preliminary charges will be provided in writing to the bargaining unit member and a copy also shall be sent to the CSEA Labor Relations Representative in advance of the “Skelly hearing” which will give the bargaining unit member a reasonable opportunity of not less than five (5) days prior to the hearing. A copy of the preliminary charges provided to the CSEA Labor Relations Representative does not prejudice the right of a bargaining unit member to select his/her representative in the discipline proceeding.
 - 14.1.4.1 A Skelly officer shall be assigned to the bargaining unit member who shall not be the person who initiated and/or recommended that the bargaining unit member be disciplined.
 - 14.1.4.2 The Skelly officer shall provide a written response after the Skelly conference with a decision as to whether the charges are to be upheld, the recommended discipline reduced, or the charges dropped.
- 14.1.5 After the Skelly officer has provided a written response and prior to a formal evidentiary hearing, the bargaining unit member shall be informed of the specific charges against him or her and the evidence which supports it. The bargaining unit member shall also be given a statement of his or her right to a formal hearing on such charges. The bargaining unit member may request a hearing within ten (10) days after service of the notice to the bargaining unit member. Failure to request the hearing within ten (10) days means the bargaining unit member has waived the right to a hearing. The hearing may not be scheduled sooner than thirty (30) days from the time the charges were originally served. The notice shall include a card or paper which when signed constitutes a demand for hearing and a denial of all charges.
 - 14.1.5.1 The burden of proof shall be the District’s.
- 14.1.6 The District will provide one (1) copy each to the bargaining unit member and to the CSEA Labor Relations Representative of all necessary and relevant documents the District intends to introduce at the hearing or requested by CSEA. The District

and CSEA will identify any exhibits, any physical items, and any witnesses that the parties expect to introduce or to call at the hearing by no later than ten (10) working days prior to the hearing.

- 14.1.7 Any bargaining unit member against whom a recommendation of disciplinary action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending his/her appeal or waiver.
- 14.1.8 The District shall use a hearing officer to hear disciplinary actions whose decision shall be final and binding. The hearing officer is limited to the following:
 - 14.1.8.1 Adopt the proposed decision in its entirety.
 - 14.1.8.2 Reduce the disciplinary action.
 - 14.1.8.3 Reject the proposed disciplinary action in its entirety.

14.2 CAUSES

14.2.1 Grounds for discipline of any bargaining unit member include but are not limited to the following:

- a. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
- b. Incompetency.
- c. Inefficiency.
- d. Neglect of duty.
- e. Insubordination.
- f. Dishonesty.
- g. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her.
- h. Possessing or being under the influence of a controlled substance at work or away from work, or furnishing alcohol or a controlled substance to a minor. Possessing or being under the influence of a controlled substance while not on duty shall be cause for discipline if the conduct adversely affects the district or the employee's ability to perform the duties or responsibilities of his/her position.
- i. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the district or the employee's ability to perform the duties or responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of no contest, is deemed to be a conviction for this purpose.
- j. Absence without leave.
- k. Immoral conduct which adversely affects the district or the employee's ability to perform the duties or responsibilities of his/her position.
- l. Discourteous treatment of the public, students, or other employees.
- m. Improper political activity.
- n. Willful disobedience.
- o. Misuse of district property.
- p. Violation of district, board or departmental rule, policy, or procedure.
- q. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's job description or otherwise necessary for the employee to perform the duties of the position.
- r. A physical or mental disability which precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law.
- s. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age while acting in the capacity of a district employee.
- t. Unlawful retaliation against any other district officer or employee or member of the public who, in good faith reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual

or suspected violation of state or federal law occurring on the job or directly related thereto.

- u. Any other misconduct either during or outside of duty hours which is of such nature that it adversely affects the district or the employee's ability to perform the duties or responsibility of his/her position.

14.2.2 Except as defined in the items above, no disciplinary action shall be taken for any cause which arose before the bargaining unit member became permanent, nor for any cause which arose more than two (2) years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the bargaining unit member when it could be reasonably assumed that the bargaining unit member would have disclosed the facts to the District.

ARTICLE 15 – VACATION

- 15.1 Applicable employees in the bargaining unit shall earn paid vacation time under this Article.
- 15.2 Pay for vacation days for bargaining unit employees shall be the same as that which the employee would have received had he/she been in a working status.
- 15.3 Vacation time shall be earned and accumulated on an annual basis in accordance with the following schedules:
- a. 1 year = 10 days vacation
 - b. 2 years = 11 days vacation
 - c. 3 years = 12 days vacation
 - d. 4 years = 13 days vacation
 - e. 5 years = 14 days vacation
 - f. 6 years through 15 years = 15 days vacation
 - g. 16 years and over = 20 days vacation
- 15.4 Less than full-time employees (8 hours per day) shall earn the same number of vacation days listed above regardless of the number of months the employee works per year. (Example: A 5-hour employee working 10 months per year shall be entitled to earn 10 days of vacation at 5 hours per day for a total of 50 hours vacation for the year.)
- 15.5 Vacation shall be scheduled in advance at times requested by employees, to the extent practicable as determined by the employee's immediate supervisor and within the work requirements of the District.
- 15.6 Employees submitting vacation requests shall be given priority by the date the vacation request was submitted to and approved by the immediate supervisor. If vacation requests are submitted on the same date from the same site, the supervisor shall approve the request of the employee with greater seniority.
- 15.7 An employee may carry over one year's earned vacation days from the previous year. Excess days, above one year, will be paid off to the employee in the September 10th pay of each year at the employee's previous year's hourly rate.
- 15.8 An employee may request in writing that vacation of up to twenty days may be carried over into the next work year for a total of 40 days. The employee must include in their written request a plan for the use of the excessive days prior to June 30, of each year to avoid an additional cost to the District. Special request for an additional carryover in the third year will be on a case by case basis. In the event that a third year of carryover is approved, the employee agrees to take the time off as planned and will not incur additional costs to the District.
- 15.9 An employee in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin another leave authorized by this Agreement or mandated by law. Upon request, the employee shall supply notice and supporting information regarding the justification for such interruption or termination.

- 15.10 Vacation shall not be scheduled during the first six (6) months of employment.
- 15.11 When a holiday, as defined in this Agreement, falls during the scheduled vacation of any employee, such holiday shall not be charged against the employee's vacation balance, provided the employee was in paid status on the day preceding the holiday or the day following the holiday.

ARTICLE 16 – WORKING CONDITIONS

- 16.1 Any personal tools and equipment used by an employee at District request shall, in the event of loss or damage, be full compensated for at District expense.
- 16.2 The District shall provide, and pay for, TB tests and bi-annual bus driver physicals which are required by the Education Code and/or Title 5. If required, TB testing shall also include chest x-rays.
- 16.2.1 The District specifically reserves the right to meet this requirement by arranging for such tests to be performed at the (1) District, or (2) a clinic or a practitioner's office which is acceptable to the District and CSEA.
- 16.3 The District shall make every reasonable effort to conform to and comply with all health, safety and sanitation requirements imposed by state or federal law regulations adopted under state or federal law.
- 16.4 Should the employment duties of an employee in the bargaining unit require the use of specialized equipment or gear to insure the safety of the employee or others, the District agrees to furnish such equipment or gear or to reimburse the employee for the full cost of procuring such.
- 16.5 No employee shall be in any way discriminated against as a result of reporting any condition believed to be a violation of health, safety, and sanitation requirements imposed by state or federal law or regulations adopted under state or federal laws.

ARTICLE 17 – SUMMER SESSION EMPLOYMENT

- 17.1 Unless precluded by the funding source, when the District maintains school sessions at times other than during the regular August to June academic year, it shall assign bargaining unit members of the District to perform the required services.
- 17.2 No bargaining unit member who is not normally required to render services between the end of the academic year in June to the beginning of the next academic year in August shall be required to perform services during such period.
- 17.3 Assignments during the summer session shall typically be made on the basis of seniority for employment in the classification of service that is required.
- 17.4 A bargaining unit member shall, for services performed in the summer session, receive a prorated portion of the compensation and benefits which are applicable to that employee and classification during the regular academic year.

ARTICLE 18 – MISCELLANEOUS PROVISIONS

- 18.1 This Agreement shall supersede any rules, regulations or practices of the District which are inconsistent with its terms.
- 18.2 Upon initial employment, each employee of the bargaining unit shall receive a copy of:
- a. The applicable job description;
 - b. A statement of the monthly or hourly rate for his/her classification;
 - c. A statement of the employee's regular work site;
 - d. The assigned hours per day, days per week and months per year, and;
 - e. A statement of the accrual rate for days of sick leave and vacation.
- 18.3 The above information in 18.2 shall be provided to each employee, at the employees request, at the beginning of each school year. This information shall be consistent with the provisions of this contract.
- 18.4 The District shall provide each bargaining unit employee and each new bargaining unit employee with a copy of this Agreement at no cost to the employee.

ARTICLE 19 – NO DISCRIMINATION

- 19.1 The District shall not discriminate in any manner against a unit member because of race, religion, creed, national origin, age, or sexual orientation as provided by Title VII, Civil Rights Act.
- 19.2 The District shall not threaten or discriminate against a unit member for the exercise of any rights guaranteed by law.

ARTICLE 20 – LAYOFFS

- 20.1 ~~Bargaining unit members shall be subject to layoff for lack of work or lack of funds.~~ Bargaining unit members shall be subject to layoff for the reasons set forth in Education Code Section 45117, due to lack of work or lack of funds, and are entitled to the layoff procedures including layoff notice and right to hearing, per this Section. Affected employee shall be given notice of layoff ~~not less than sixty (60) days prior to the effective date of layoff~~ and informed of their displacement rights, if any, and reemployment rights. When employees in the bargaining unit are laid off for lack of work or lack of funds, layoffs shall be made in reverse order of seniority in the classification in which the layoff occurs. The employee who has been employed the shortest time in a classification, plus higher classifications, shall be considered to have the least seniority and, therefore, shall be laid off first.
- 20.2 ~~No permanent nor probationary classified employee shall be laid off from any position while employees serving under emergency, substitute, or limited-term employment are retained in positions of the same classification or similar classifications. When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classification employees will be subject to layoff for lack of funds, the employees to be laid off at the end of such school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, such notice shall be given not less than sixty (60) days prior to the effective date of their layoff.~~
- 20.3 ~~A written notice of layoff shall be personally delivered to the bargaining unit member(s) or mailed by certified or registered mail to the employee’s last address on file at the District office. No permanent nor probationary classified employee shall be laid off from any position while employees serving under emergency, substitute, or limited-term employment are retained in positions of the same classification or similar classifications.~~
- 20.4 ~~The names of permanent and probationary employees laid off shall be placed on a reemployment list for the classification for which they were laid off. Names on the reemployment list shall be in the order of seniority and shall continue for thirty-nine (39) months from the date of layoff. A written notice of layoff shall be personally delivered to the bargaining unit member(s) or mailed by certified or registered mail to the employee’s last address on file at the District office not less than sixty (60) days (except in emergency situation as stipulated in Ed Code Section 45117) prior to the effective date of the layoff.~~
- 20.5 ~~Employees on reemployment lists shall be hired over outside applicants for vacant positions for which he/she meets the qualifications for the position. (Tucker v. Grossmont decision). The names of permanent and probationary employees laid off shall be placed on a reemployment list for the classification for which they were laid off. Names on the reemployment list shall be in the order of seniority and shall continue for thirty-nine (39) months from the date of layoff.~~
- 20.6 ~~Any employee on a reemployment list shall be notified in writing by the District a vacancy exists along with a notice of the job posting. The written notice will be mailed to the last~~

~~address given to the District office by the employee. Employees on reemployment lists shall be hired over outside applicants for vacant positions for which he/she meets the qualifications for the position. (Tucker v. Grossmont decision).~~

- 20.7 ~~Refusal of an offer of employment shall not affect the standing of any employee on a reemployment list. Any employee on a reemployment list shall be notified in writing by the District a vacancy exists along with a notice of the job posting. The written notice will be mailed to the last address given to the District office by the employee.~~
- 20.8 ~~If the employee is reemployed in a permanent position, the employee will receive the accumulated sick leave and seniority that he/she accrued prior to the layoff. Refusal of an offer of employment shall not affect the standing of any employee on a reemployment list.~~
- 20.9 ~~After job site transfers have been considered, if a vacant position exists, an employee who has been laid off and is on a reemployment list may, based on seniority, elect to be placed into a vacant position within the classification from which he/she was laid off. If the employee is reemployed in a permanent position, the employee will receive the accumulated sick leave and seniority that he/she accrued prior to the layoff.~~
- ~~a. If the employee accepts reemployment into the same classification from which the employee was laid off, the employee shall be restored to his/her former step on the salary schedule.~~
- 20.10 ~~In lieu of being laid off, an employee may bump to any classification in which he/she had previous served under permanent or probationary status providing the employee has seniority over an employee already in the classification. Seniority in the current classification plus higher classifications in which the employee served shall be counted. After job site transfers have been considered, if a vacant position exists, an employee who has been laid off and is on a reemployment list may, based on seniority, elect to be placed into a vacant position within the classification from which he/she was laid off.~~
- ~~a. — If the employee accepts reemployment into the same classification from which the employee was laid off, the employee shall be restored to his/her former step on the salary schedule.~~
- 20.11 ~~In order to bump into a previous classification, the employee must notify the District office in writing not later than ten (10) calendar days after receiving a layoff notice. In lieu of being laid off, an employee may bump to any classification in which he/she had previous served under permanent or probationary status providing the employee has seniority over an employee already in the classification. Seniority in the current classification plus higher classifications in which the employee served shall be counted.~~
- 20.12 ~~An employee electing to bump into a lower classification shall be placed on a reemployment list for thirty-nine (39) months, plus an additional twenty-four (24) months. In order to bump into a previous classification, the employee must notify the District office in writing not later than ten (10) calendar days after receiving a layoff notice.~~
- 20.13 ~~If eligible, an employee who is scheduled for layoff may elect service retirement from the Public Employee's Retirement System. The employee's name will be placed on a~~

reemployment list. Upon receipt of notification from the employee that he/she has elected service retirement, the District office will notify PERS that the employee's retirement was due to a layoff. An employee electing to bump into a lower classification shall be placed on a reemployment list for thirty-nine (39) months, plus an additional twenty-four (24) months.

20.14 Should an employee who elects service retirement subsequently accept, in writing, reemployment, the District shall maintain the vacancy until PERS has properly processed the request for reinstatement from retirement. If eligible, an employee who is scheduled for layoff may elect service retirement from the Public Employee's Retirement System. The employee's name will be placed on a reemployment list. Upon receipt of notification from the employee that he/she has elected service retirement, the District office will notify PERS that the employee's retirement was due to a layoff.

~~20.15 Should an employee who elects service retirement subsequently accept, in writing, reemployment, the District shall maintain the vacancy until PERS has properly processed the request for reinstatement from retirement.~~

ARTICLE 21 – CLASSIFICATION AND SALARY ASSESSMENTS

21.1 The classifications established within the Hamilton Unified School District are as follows:

- ~~a. Yard Duty Supervisor/Crossing Guard~~
- ~~b.a.~~ Child Nutrition Assistant
- ~~b.~~ Office Assistant I
- ~~c.~~ Library Media Technician
- ~~d.~~ Campus Supervisor/Crossing Guard
- ~~e.~~ Paraeducator/Library Media Technician
- ~~f.~~ Child Nutrition Lead
- ~~e.g.~~ District Bus Driver
- ~~f.h.~~ District Custodian
- ~~e.~~ Paraeducator
- ~~f.i.~~ Preschool Assistant
- ~~g.~~ Library Media Technician
- ~~h.~~ Child Nutrition Lead
- ~~i.~~ District Bus Driver
- ~~j.~~ Special Education Paraprofessional
- ~~j.k.~~ Administrative Technician
- ~~k.~~ District Account Clerk
- ~~l.~~ District Data Analyst
- ~~m.~~ Student Services and Library Coordinator
- ~~n.~~ Preschool Teacher
- ~~o.~~ District Universal - Maintenance & Transportation
- ~~l.p.~~ Business Services Technician
- ~~q.~~ Information Systems Technician
- ~~m.r.~~ Licensed Vocational Nurse
- ~~n.~~ Preschool Teacher
- ~~o.~~ Student Services and Library Coordinator
- ~~p.~~ District Universal – Maintenance and Transportation

21.2 For the purposes of salary/duty assessment the following job alike or similar jobs will be grouped for reevaluation on an every five year rotational process beginning with the 2018-19 school year. CSEA joint committee with the District will choose the positions to be evaluated.

21.3 The District and Unit may regroup any or all classification upon mutual agreement.

21.4 The process of salary/duty assessment:

21.4.1 The Unit will appoint one member of the negotiation committee to serve as liaison for each classified group during the salary duty assessment process.

21.4.2 The Superintendent or his designee shall meet with each classification to review the current job description to determine any changes in the job duties

and responsibilities. This meeting will be during the usual and customary work times of the classification under review. If an employee works a PM or alternative time other than 8:00 a.m. to 5:00 p.m. Monday through Friday, that employee or representative shall be provided adequate release time to accomplish the job description assessment.

21.4.3 The Unit and District shall establish 16 (including Hamilton Unified School District) districts for comparison taking into account the following factors (the District and Unit agree to split the survey work equally):

21.4.3.1 Demographic make-up of student populations

21.4.3.2 Average Daily Attendance (ADA) to be similar to Hamilton Unified School District

21.4.3.3 Economical stats (Free and Reduced lunch percentage and/or number with dictate supplemental and concentration data that supports the LCAP (Local Control and Accountability Plan) conditions of learning)

21.4.3.4 Geographical similarities (similar characteristics to the HUSD boundaries)

21.4.3.5 Market availability (those districts similar to the items listed above but close enough to create competition for workers in similar fields)

21.4.4 Once the list of schools/districts are agreed upon, a survey shall be created to garner the following information:

- a. Similar job tasks
- b. Work hours/days
- c. Salary schedules (once acquired, remove the high salary and low salary from survey)
- d. Benefits
- e. Competencies
- f. Education

21.4.5 The District and Unit agrees that should the district fall into financial distress, this article may be suspended under the following:

21.4.5.1 Decrease of ADA over 10 and a sustained projected decline can be established.

21.4.5.2 The District financial report known as Second Interim falls into Qualified or Negative status.

21.4.5.3 To avoid layoffs of current Unit members.

21.5 The suspension of this article will remain in place until all layoffs, ADA or financial hardship due to a Qualified or Negative budget status have been lifted and all unit members who were placed on the 39 month rehire list have been re-employed or have removed themselves due to other employment opportunities outside the district.

SIGNATURE PAGE

Agreement

Between Hamilton Unified School District

And

California School Employees Association

Chapter 623

July 1, ~~2017~~2021-June 30, ~~2020~~2023

Signed and entered this _____ day of _____, ~~2017~~2021

~~Charles Tracy~~Jeremy Powell,
President
District Superintendent

Chris DeVries, CSEA

~~Diane Lyon~~Kristen Hamman, Chief Business
Johnson, CSEA Vice President
Official

~~Derek Hawley~~Erin

Matt Juhl-Darlington
Member
District Legal Council

~~Sean Montgomery~~Rowan Dietle, CSEA

~~Erin Johnson~~Dave Elkin, CSEA Member

~~Nanci Eastman~~William Pope, CSEA Field
RepresentativeRepresentative

|

|

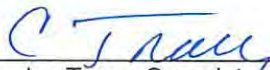
SIGNATURE PAGE

AGREEMENT


Between
Hamilton Unified School District
and
California School Employees Association
Chapter 623

July 1, 2012 – June 30, 2015

Signed and entered this 24th day of October, 2012.



Charles Tracy, Superintendent
Hamilton Unified School District



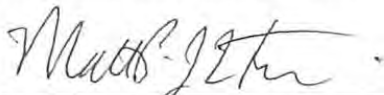
Chris DeVries, President
CSEA




Diane Lyon, Chief Business Official
Hamilton Unified School District




Anthony Robertson
CSEA



Matt Juhl-Darlington, ESQ.
District Legal Counsel



Sean Montgomery, Vice President
CSEA



Nanci Eastman
Labor Relations Representative
CSEA

APPENDIX A – CLASSIFIED SALARY SCHEDULE

HAMILTON UNIFIED SCHOOL DISTRICT
 CLASSIFIED SALARY SCHEDULE
 2022-2023
 CAP \$12,370

STEP	1	2	3	4	5	6-9	10 3%	11-14 1%	15 3%	16-19 1%	20 3%	21-24 1%	25 3%	26-29 4%	30 5%
RANGE															
1.00	13.46	14.03	14.59	15.13	15.74	16.38	16.54	17.04	17.21	17.73	17.90	18.44	18.62	19.37	20.34
2.00	14.02	14.59	15.13	15.74	16.39	17.04	17.21	17.73	17.90	18.44	18.63	19.18	19.38	20.15	21.16
3.00	14.59	15.13	15.74	16.39	17.04	17.70	17.88	18.42	18.60	19.16	19.35	19.93	20.13	20.93	21.98
4.00	15.13	15.74	16.39	17.04	17.70	18.45	18.64	19.20	19.39	19.97	20.17	20.77	20.98	21.82	22.91
5.00	15.74	16.39	17.04	17.70	18.45	19.15	19.34	19.92	20.12	20.72	20.93	21.56	21.77	22.64	23.77
6.00	16.39	17.04	17.70	18.45	19.15	19.91	20.11	20.71	20.92	21.54	21.76	22.41	22.64	23.54	24.72
7.00	17.10	17.70	18.45	19.15	19.91	20.70	21.32	21.54	22.18	22.41	23.08	23.31	24.01	24.97	26.22
8.00	17.70	18.45	19.15	19.91	20.70	21.54	22.19	22.41	23.08	23.32	24.02	24.26	24.99	25.98	27.28
9.00	18.45	19.15	19.91	20.70	21.54	22.37	23.04	23.27	23.97	24.21	24.94	25.19	25.95	26.98	28.33
10.00	19.10	19.91	20.70	21.54	22.37	23.29	23.99	24.23	24.96	25.21	25.97	26.23	27.02	28.10	29.51
11.00	19.91	20.70	21.54	22.37	23.29	24.18	24.90	25.15	25.91	26.17	26.95	27.23	28.04	29.16	30.62
12.00	20.70	21.54	22.37	23.29	24.18	25.12	25.88	26.14	26.92	27.20	28.01	28.29	29.14	30.31	31.82
13.00	21.53	22.40	23.26	24.22	25.15	26.13	26.91	27.18	28.00	28.28	29.13	29.42	30.31	31.52	33.10
14.00	22.39	23.29	24.19	25.19	26.15	27.18	27.99	28.27	29.12	29.42	30.30	30.60	31.52	32.78	34.42
15.00	23.29	24.22	25.16	26.20	27.20	28.27	28.55	29.40	29.69	30.59	30.89	31.82	32.14	33.43	35.09
16.00	24.22	25.19	26.17	27.25	28.29	29.40	29.69	30.58	30.88	31.81	32.13	33.09	33.43	34.77	36.49

RANGE

- 7.00 Library Media Technician
- 7.00 Campus Supervisor/Crossing Guard
- 7.00 Child Nutrition Assistant
- 7.00 Paraeducator/Library Media Technician
- 8.00 District Custodian
- 8.00 Preschool Assistant
- 9.00 Child Nutrition Lead
- 9.00 Office Assistant I
- 9.00 Special Education Paraprofessional
- 10.00 District Data Analyst
- 10.00 Student Services and Library Coordinator
- 11.00 District Bus Driver
- 11.00 Preschool Teacher
- 12.00 Administrative Technician
- 13.00 District Universal - Maintenance & Transportation
- 14.00 Information Systems Technician
- 14.00 Licensed Vocational Nurse (LVN)
- 15.00 *None, N/A*
- 16.00 Business Services Technician

Effective July 1, 2022

COLA 5% increase to board for approval June 27, 2022

CAP \$12,370 effective 10/1/2022

Master's stipend \$1200, BS/BA stipend \$600, AS/AA stipend \$400

Employees on the Classified Salary Schedule in the job classification "District Universal – Maintenance & Transportation" will receive an annual cell phone stipend amount of \$600 (BP/AR 3513.1).

HAMILTON UNIFIED SCHOOL DISTRICT
 CLASSIFIED SALARY SCHEDULE
 2021-2022
 CAP \$11,370

STEP	1	2	3	4	5	6-9	10-14	15-19	20-24	25-29	30
RANGE											
1.00	12.81	13.36	13.90	14.41	14.99	15.60	16.12	16.58	17.07	17.75	18.60
2.00	13.35	13.90	14.41	14.99	15.61	16.23	16.73	17.20	17.73	18.41	19.35
3.00	13.90	14.41	14.99	15.61	16.23	16.86	17.38	17.92	18.49	19.21	20.18
4.00	14.41	14.99	15.61	16.23	16.86	17.57	18.09	18.61	19.21	20.00	21.00
5.00	14.99	15.61	16.23	16.86	17.57	18.23	18.79	19.36	19.93	20.72	21.74
6.00	15.61	16.23	16.86	17.57	18.23	18.96	19.54	20.10	20.68	21.50	22.65
7.00	16.28	16.86	17.57	18.23	18.96	19.72	20.34	20.96	21.58	22.43	23.59
8.00	16.86	17.57	18.23	18.96	19.72	20.51	21.13	21.77	22.39	23.37	24.52
9.00	17.57	18.23	18.96	19.72	20.51	21.30	22.00	22.65	23.32	24.32	25.48
10.00	18.19	18.96	19.72	20.51	21.30	22.18	22.86	23.54	24.29	25.27	26.51
11.00	18.96	19.72	20.51	21.30	22.18	23.02	23.75	24.43	25.21	26.28	27.59
12.00	19.72	20.51	21.30	22.18	23.02	23.93	24.66	25.37	26.21	27.34	28.67
12.25	19.93	20.68	21.58	22.39	23.32	24.16	24.94	25.67	26.44	27.60	28.96
13.00	20.50	21.33	22.15	23.07	23.95	24.88	25.65	26.39	27.26	28.43	29.81
14.00	21.32	22.18	23.04	23.99	24.90	25.88	26.68	27.44	28.35	29.57	31.01

RANGE

- 6.00 Child Nutrition Assistant
- 7.00 Office Assistant I
- 7.00 Library Media Technician
- 7.00 Campus Supervisor/Crossing Guard
- 7.00 Paraeducator/Library Media Technician
- 8.00 Child Nutrition Lead
- 8.00 District Bus Driver
- 8.00 District Custodian
- 8.00 Preschool Assistant
- 9.00 Special Education Paraprofessional
- 10.00 Administrative Technician
- 10.00 District Data Analyst
- 10.00 Student Services and Library Coordinator
- 11.00 Preschool Teacher
- 12.25 District Universal - Maintenance & Transportation
- 14.00 Business Services Technician (formerly at Range 10.00 and known as District Account Clerk)
- 14.00 Information Systems Technician (formerly at Range 10.00)
- 14.00 Licensed Vocational Nurse (LVN)

4% increaseboard for approved at the November 3, 2021 special board meeting - retro from July 1, 2021

Effective July 1, 2021
 COLA N/A 7/1/21
 CAP \$11,370
 Master's stipend \$800, BS/BA stipend \$600, AS/AA stipend \$400

[TWI]

HAMILTON UNIFIED SCHOOL DISTRICT
 CLASSIFIED SALARY SCHEDULE
 2018-2019
 CAP \$11,370

STEP	1	2	3	4	5	6-9	10-14	15-19	20-24	25-29	30
RANGE											
1.00	11.96	12.47	12.97	13.45	13.99	14.56	15.05	15.47	15.93	16.56	17.36
2.00	12.46	12.97	13.45	13.99	14.57	15.15	15.62	16.05	16.55	17.19	18.06
3.00	12.97	13.45	13.99	14.57	15.15	15.73	16.23	16.73	17.25	17.93	18.83
4.00	13.45	13.99	14.57	15.15	15.73	16.40	16.88	17.37	17.93	18.67	19.60
5.00	13.99	14.57	15.15	15.73	16.40	17.02	17.54	18.07	18.59	19.34	20.30
6.00	14.57	15.15	15.73	16.40	17.02	17.69	18.23	18.77	19.30	20.07	21.14
7.00	15.20	15.73	16.40	17.02	17.69	18.40	18.98	19.56	20.14	20.93	22.02
8.00	15.73	16.40	17.02	17.69	18.40	19.15	19.72	20.33	20.90	21.81	22.88
9.00	16.40	17.02	17.69	18.40	19.15	19.89	20.53	21.14	21.76	22.69	23.78
10.00	16.98	17.69	18.40	19.15	19.89	20.71	21.33	21.97	22.66	23.59	24.74
11.00	17.69	18.40	19.15	19.89	20.71	21.49	22.17	22.81	23.53	24.53	25.76
12.00	18.40	19.15	19.89	20.71	21.49	22.33	23.02	23.68	24.46	25.52	26.75
12.25	18.59	19.30	20.14	20.90	21.76	22.55	23.28	23.96	24.67	25.77	27.03

- RANGE
- 4.00 Yard Duty Supervisor/Crossing Guard
 - 5.00 Child Nutrition Assistant
 - 5.00 Office Assistant I
 - 6.00 District Custodian
 - 6.00 Paraeducator
 - 6.00 Preschool Assistant
 - 7.00 Library Media Technician
 - 8.00 Child Nutrition Lead
 - 8.00 District Bus Driver
 - 10.00 Administrative Technician
 - 10.00 District Account Clerk
 - 10.00 District Data Analyst
 - 10.00 Information Systems Technician
 - 10.00 Preschool Teacher
 - 10.00 Student Services and Library Coordinator
 - 12.25 District Universal - Maintenance & Transportation

Effective July 1, 2018
 COLA of 2.5% effective 7/1/18
 CAP \$11,370 effective 10/1/17
 Master's stipend \$800, BS/BA stipend \$600, AS/AA stipend \$400

APPENDIX B – DEFINITIONS

“Academic/Traditional school year” is the period normally from August to June, as designated by the district board, when students are normally required to be in attendance, usually defined by the annual district calendar that is published each year.

“Administrative leave” means that an employee is placed on leave with pay pending an investigation of disciplinary charges.

“Allocation” Is the placement of a classification on a specific salary schedule range or rate.

“Anniversary date” is the initial date of employment, Salary changes such as step increments shall occur concurrently with the first date of employment in a given fiscal year and monthly salaries shall successively include, up to the amount of eligible total, any prorated amounts of longevity for which the employee has qualified during the preceding year.

“Bolt Day” is a ½ day of paid leave for all 12 month employees in lieu of an additional training day.

“Bumping Right” is the right of an employee, under conditions as specified under Article 20, to displace an employee with less seniority in a classification.

“Catastrophic illness” or “catastrophic injury” means an illness or injury that is expected to incapacitate the employee or his/her family members and that requires the employee to take time away from work.

“Catastrophic leave credit” means sick leave donated from one employee’s accrued sick leave account to another employee.

“Classification” is a position with defined duties, responsibilities, and authority, with the same job title, minimum qualifications, and salary range.

“Classify” is the act of placing a position into a classification.

“Compensatory Time” is time banked for use by the employee, upon approval of their supervisor, compensating the employee for work performed above 40 hours in an assigned work week.

“Date of Hire” shall be understood to mean the first date of paid service to the employee.

“Demotion” Means assignment to an inferior position or status previously held by the demoted employee.

“Differential” is a salary allowances in addition to the basic rate or schedule based upon additional skills, responsibilities, hours of employment, or distasteful or hazardous work.

“Disciplinary action” includes any action whereby a permanent employee is deprived of any classification or any incident of any classification in which he/she has permanence, including,

dismissal, suspension, demotion, or any reassignment, without his/her voluntary consent, except a layoff or reassignment because of lack of work or lack of funds.

“Donor” means any person voluntarily transferring their sick leave credits to another employee.

“E.E.R. Committee” is an employer/employee relations committee.

“Extra Time” Any employee who’s shift is less than eight (8) hours, and must work beyond their regular assigned shift time, shall be paid at their regular rate up to (8) hours.

“Fiscal Year” is July 1 through June 30.

“Health and Welfare Benefits” mean any form of insurance or similar benefits programs, including, but not limited to, medical, hospitalization, surgical, prescription drugs, dental, optical, psychiatric, life, disability, prepaid legal, or income protection insurance, or annuity programs. (If such benefits are offered.)

“Incumbent” is an employee assigned to a position and who is currently serving in or on leave from the position.

“Industrial Accident or illness” is an injury or illness arising out of or in the course of employment of the District.

“Involuntary demotion” is a demotion without the employee’s voluntary written consent.

“Job description” is the description of the duties, responsibly, minimum qualifications, and authority of a classification.

“Job Family” is a group of classifications within the same occupational area.

“Minimum qualifications” are qualifications mandated for the position and which must be possessed by an employee before he/she can be considered for employment in a specific classification.

“Notice” whenever notice is required under this agreement, and no form of notice is otherwise designated, notice to the district shall be by personal delivery to the office of the Superintendent of written notice or First Class Mail notice to the Office of the Superintendent and notice to CSEA

shall be written notice by personally delivered to the President of the local chapter or First Class Mail Notice directed to the Hamilton Chapter 623, 620 Canal Street, Hamilton City CA 95951.

“Overtime” is compensation paid at one and one half (1½) of the employee’s hourly rate to any employee who works beyond eight (8) hours in a work day and/or 40 hours in an assigned work week. (Overtime must be pre-approved by the employee’s supervisor.)

“Participant” means any unit member.

“Permanent Employee” is a regular employee who successfully completes an initial probationary period of ~~one year~~6 months.

“Probationary Employee” is a regular employee who will become permanent upon successful completion of a probationary period of ~~one year~~6 months.

“Progressive discipline” includes but may not be limited to oral warning, written warning, unsatisfactory evaluation, written reprimand, suspension of less than five (5) days. Bargaining unit members shall be progressively disciplined. For these levels of discipline an employee may respond in writing and have it attached to any materials placed in the personnel file.

“Promotion” is a change in the assignment of an employee from a position in one classification to a vacant position in another classification with a higher maximum salary rate.

“Reallocation” is a movement of an entire classification from salary range or rate to another salary range or rate.

“Recipient” means any person meeting the eligibility requirements.

“Reclassification” Means the upgrade of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position.

“Reemployment” is the return to duty of an employee who has been placed on a reemployment list.

“Reemployment List” is a list of names of person who have been laid off for lack of work or lack of funds, or exhaustion of sick leave, industrial accident or illness leave, or leave privileges, and who are eligible for reemployment without examination in their former classification for a period of thirty-nine (39) months, said list arranged in order of their right to reemployment (seniority).

“Regular employee” is any employee, whether permanent, probationary, full time or part time, who is not a restricted, substitute, short term, temporary, or student employee.

“Restricted Employee,” is an employee hired pursuant to any local, state, or federally funded program which restricts employment to persons in the low income groups, from designated

impoverished areas, and any other criteria which restricts the privilege of all citizens to complete for employment in such positions, except as may otherwise be specified by this agreement.

“Safety” conditions of employment” means any work-related conditions affecting the health and safety of the employee.

“Suspension” means temporary removal of any employee from his/her position with loss of pay as a disciplinary measure. Any suspension shall not be for more than twenty (20) work days.

“Voluntary demotion” means the assignment of an inferior position or status with the employee’s written consent.

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13c	Date: 9/28/22
Agenda Item Description: Approve 3 Year Agreement 2021-24 between HTA and Hamilton Unified School District.	
Background: The Certificated Unit (HTA) and Hamilton USD agreed on a 3 Year Agreement for 2021-24. As approved in the March 23, 2022 board meeting packet, negotiated Articles/Appendix's included: <ul style="list-style-type: none">• Article XII: Work Hours/Work Year• Article XIII: Leaves• Article XIV: Class Size• Article XVII: Evaluations• Article XXI: Salary Regulations• Article XXII: Employee Benefits• Article XXVII: Duration• Appendix A• Appendix B• Appendix C• Appendix C1• Appendix D• Appendix E• Appendix F	
Status: Pending board approval.	
Fiscal Impact: Changes to Article XXI: Salary Regulations, Appendix A (Certificated Salary Schedule), Appendix C (Extra Duty Salary Schedule) were outlined and approved during the March 23, 2022 board meeting (3/23/22 agenda Item Numbers: 13.0 ACTION ITEMS: "f." "g." and "h.").	
Educational Impact: None	
Recommendation: Recommend board approve the 3 Year Agreement 2021-24 between HTA and Hamilton Unified School District.	

AGREEMENT

BETWEEN THE

HAMILTON UNIFIED SCHOOL DISTRICT

AND

HAMILTON TEACHERS ASSOCIATION/CTA/NEA

JULY 1, 2021 – JUNE 30, 2024

TABLE OF CONTENTS

Article I: Agreement	4
Article II: Recognition	5
Article III: Definitions	6
Article IV: Non-Discrimination	7
Article V: Negotiation Procedures	8
Article VI: Personnel Files	9
Article VII: Association Rights	10
Article VIII: District Rights	11
Article IX: Personal and Academic Freedom	12
Article X: Grievance Procedure	13
Article XI: Public Charges	19
Article XII: Work Hours/Work Year	21
Article XIII: Leaves	26
Article XIV: Class Size	35
Article XV: Teaching Conditions	36
Article XVI: Transfer and Reassignment	37
Article XVII: Evaluations	44
Article VXIII: Discipline	51
Article XIX: Staff Development Days	52
Article XX: Reduced Work Year Employment Status	53
Article XXI: Salary Regulations	54
Status Article XXII: Employment Benefits	57
Article XXIII: Peer Assistance and Review	61
Article XXIV: Medical Administrative Administration Activities (M.A.A.)	72

Article XXV: Shared Contracts	73
Article XXVI: Miscellaneous Provisions	74
Article XXVII: Duration	75
Signature Page	76
APPENDIX A: Certificated Salary Schedule	77
APPENDIX B: Employee Benefits	79
APPENDIX C: Extra Duty Salary Schedule	80
APPENDIX D1: Certificated Probationary Evaluation Form	82
APPENDIX D2: Certificated Permanent Evaluation Form	85

ARTICLE I: AGREEMENT

- 1.1 The Articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Governing Board of the Hamilton Unified School District (“District” or “Board”) and the HTA-Hamilton Teachers’ Association (“HTA” or “Association”), an employee organization.
- 1.2 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549, of the Government Code (“Act”).

ARTICLE II: RECOGNITION

2.1 The District recognizes HTA as the exclusive representative of all certificated employees of the District, for the purposes of meeting and negotiating, excluding:

2.1.1 Management as designated by District;

2.1.2 Long-term and day-to-day substitutes; and

2.1.3 Adult Education teachers.

ARTICLE III: DEFINITIONS

- 3.1 “Unit Member” refers to any employee who is included in the appropriate unit as defined in Article II: Recognition, and is therefore covered by the terms and provisions of this Agreement.
- 3.2 “Work Days” means school days that are days of active duty assignment for unit members.
- 3.3 “Negotiate in good faith” means a serious and honest effort on the part of each party to reach agreement, and also the duty to meet and negotiate as provided by Section 3543.7 of the Act.
- 3.4 “Emergency” is defined as a sudden, unforeseen situation that is caused by factors beyond the control of the District including but not limited to: natural disaster, quarantine, government order, or traumatic event, such as the death of a student or staff, and that the Superintendent determines requires immediate action to avoid disaster, or where the HTA President and the Superintendent agree that a staff meeting should be called.

ARTICLE IV: NON-DISCRIMINATION

- 4.1 Neither the District nor the Association shall discriminate against any teacher on the basis of membership in any employee organization, participation in the activities of an employee organization, race, color, national origin, ancestry, religion, mental or physical disability, medical condition, marital status, age or gender, in the management of this contract.
- 4.2 Teacher application forms and oral interview procedures shall not refer to membership in or preferences for employee organizations.
- 4.3 All provisions of this Agreement shall be applied equally to all unit members.

ARTICLE V: NEGOTIATION PROCEDURES

- 5.1 Negotiations shall take place at mutually agreeable times and places. The times of the sessions, to the extent feasible, shall be equally divided between release time from duty and use of after-duty hours of members of the unit.
- 5.2 The Teachers will designate no more than four representatives for purposes of negotiations with the District during hours of duty assignment.
- 5.3 Agendas for subsequent negotiation sessions shall be mutually developed at the close of each meeting.
- 5.4 The Teachers shall be entitled to all district publications relating to negotiations that are a matter of public information, and an at-cost charge may be made for these publications if appropriate and necessary.
- 5.5 Either party may caucus as necessary during negotiations. Either party may request that a caucus period be expedited.
- 5.6 Either party may use representatives or consultants to assist in the negotiation process.
- 5.7 Any agreements reached by the parties shall be reduced to writing and signed by both parties.
- 5.8 Within thirty (30) days of ratification of the Agreement by both parties herein, the District shall post the contract on the District website and place a hard copy of the contract at the HES and HHS school offices.

ARTICLE VI: PERSONNEL FILES

- 6.1 The District shall not base any adverse action against a teacher upon materials which are contained in such teacher's personnel file unless:
 - 6.1.1 The materials had been placed in the file within a reasonable time of the incident giving rise to such materials; and
 - 6.1.2 The teacher was notified at such time that such materials were being placed in his/her file.
- 6.2 A teacher shall be provided a copy of any negative or derogatory material before it is placed in his/her personnel file and shall be given reasonable opportunity up to fifteen (15) calendar days to initial and date the material. Employees shall have a minimum of thirty (30) calendar days from the time of receipt of materials to respond to said materials. Any written response (optional) shall be attached to the material.
- 6.3 Access to personnel files shall be limited to members of District administration, the teacher, and confidential clerical employees on a need-to-know basis. Contents of all personnel files shall be kept in the strictest confidence.
- 6.4 Upon written authorization by the teacher, a representative of the Association shall be permitted to examine and/or obtain copies of materials in that teacher's personnel file.
- 6.5 The person or persons who draft and/or place material in a teacher's personnel file shall sign the material and signify the date on which such material was drafted and placed in the personnel file.
- 6.6 Education Code Section 44031 states that employee personnel records are permanent. ECS 44031 protects employees from arbitrary or prejudicial materials from being placed into the respective employee's personnel file. Further, the law states that an employee must be notified and provided a copy of any materials being placed into the personnel file prior to the document being placed within. Further, the employee will have the right to respond in writing as described in Education Code Section 44031 (see also Title 5 Cal. Regs. Section 16023, subd. (c)).

ARTICLE VII: ASSOCIATION RIGHTS

- 7.1 The Association and its members shall have the right to make use of school equipment, buildings and facilities upon prior approval of the Superintendent and at times which do not interfere with the educational program of the District.
- 7.2 The Association shall have the right to post notices of activities and matters of Association concern on designated Association bulletin board space which shall be provided for each school in areas frequented by teachers. The Association may use District resources for communications to teachers, as subject to reasonable rules and regulations.
- 7.3 Authorized representatives of the Association shall be permitted to transact official Association business on school property at locations approved by the Superintendent or designee, and at times that do not interfere with assigned duties of employees.
- 7.4 The District shall place on the agenda of each Board meeting any matters brought to its consideration by the Association, provided that such matters are made known to the Superintendent's office five (5) workdays prior to said meeting. Exceptions shall be made for emergencies in accordance with provisions of the Brown Act.

ARTICLE VIII: DISTRICT RIGHTS

- 8.1 The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of California, and of the United States, including but without limiting the generality of the foregoing, the right:
- 8.1.1 To the executive management organization and administrative control of the District and its properties and facilities, and the activities of its employees;
 - 8.1.2 To direct the work of its employees, determine the time and hours of operation, and determine the kinds and levels of services to be provided and the methods and means of providing those services including entering into contracts with private vendors for services;
 - 8.1.3 To hire all employees, and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign, and transfer all such employees;
 - 8.1.4 To establish educational policies, goals and objectives; to insure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of district operations; and
 - 8.1.5 To build, move, or modify facilities, establish budget procedures, and determine budgetary allocation; determine the methods of raising revenue; and take action on any matter in the event of an emergency.
- 8.2 The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the District, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of California and the Constitution and laws of the United States.
- 8.3 The District retains its right to amend, modify, or rescind policies and practices referred to in this Agreement in case of “emergency.” The determination of whether or not an emergency exists is as defined in Article III: Definitions.

ARTICLE IX: PERSONAL AND ACADEMIC FREEDOM

- 9.1 Unit members shall be entitled in private life to full rights of citizenship and no personal, religious, or political activities of any teacher (or the lack thereof) shall be grounds for any disciplinary action or discrimination in regard to employment – providing that these activities do not violate any reasonable District regulation and/or state or federal law.
- 9.2 Unit members shall have the right to join or not to join a union of their choice without the District interfering in their decision.
- 9.3 District shall not interfere with a unit member’s freedom to exercise professional judgment – in speech, skills, creativity, materials, and the like – while teaching the curriculum and managing the classroom according to District-adopted content, state and federal law, and professional ethics.

ARTICLE X: GRIEVANCE PROCEDURE

9.1 Definitions

A “grievance” is a formal written allegation by a unit member, a group of unit members, or an Association representative on behalf of, and with written authorization from, a unit member or group of unit members, that there has been a violation or misapplication of the specific provisions within this Agreement which has resulted in an adverse effect upon that member or member(s).

9.1.1 A grievance shall not include, and this grievance procedure shall not apply to, any of the following:

9.1.1.1 Any matter upon which the District is without authority to act;

9.1.1.2 Any alleged violation of law that does not also state a violation of a specific provision of this Agreement;

9.1.1.3 The evaluation of members of the unit, except for alleged violations of procedural matters;

9.1.1.4 Any attempt to alter or change this Agreement;

9.1.1.5 An appeal of any Board/District decision if such decision is a result of a state or federal regulatory commission or agency rule or decision; or state or federal law or court decision;

9.1.2 A “grievant” is:

9.1.2.1 A unit member;

9.1.2.2 A group of unit members; or

9.1.2.3 An Association representative acting on behalf of, and with written authorization from, a unit member or members.

9.1.3 A “day” is any day the District office is open for business.

9.1.4 The “immediate supervisor” is the lowest level administrator having line supervisory authority over the grievant who has been designated to adjust grievances.

9.1.5 A “party of interest” is the District, the grievant or the designated representative.

9.2 Procedures

10.2.1 Informal Level

- 10.2.1.1 Within fifteen (15) days of the alleged misinterpretation, misapplication, or violation giving rise to the grievance, the grievant shall attempt to resolve it by an informal conference with his/her immediate supervisor.
- 10.2.1.2 If the grievant is not satisfied with the informal resolution the grievant shall, within ten (10) days of the immediate supervisor's decision, proceed to Formal Level I.

10.2.2 Formal Level I

- 10.2.2.1 At the conclusion of the informal level, the grievant must present the grievance in writing to the immediate supervisor.
- 10.2.2.2 This statement shall be a clear, concise statement, specifying the article and section violated; circumstances involved, fully stating the facts surrounding the grievance; the decision rendered at the informal conference; and the specific remedy sought. This statement must be signed and dated by the grievant.
- 10.2.2.3 The immediate supervisor shall communicate his decision to the grievant in writing within ten (10) days after receiving the grievance. If the immediate supervisor does not respond within the time limits, the grievant may appeal to the next level.
- 10.2.2.4 Within the above time limits either party may request a personal conference.

10.2.3 Formal Level II

- 10.2.3.1 If the grievant is not satisfied with the decision at Level I, he/she may, within five (5) days, appeal the decision in writing to the Superintendent.
- 10.2.3.2 This statement shall include a copy of the original grievance and appeal, the decisions rendered, and a clear, concise statement of the reasons for the appeal. The employee must sign and date the appeal.
- 10.2.3.3 The Superintendent shall communicate his decision to the grievant within ten (10) days. If the Superintendent does not respond within the time limits provided, or if the grievant is not satisfied with the decision rendered, the grievant may appeal to the next level.

10.2.4 If the immediate supervisor and Superintendent are the same person, Level II is omitted.

10.2.5 Formal Level III - Mediation

- 10.2.5.1 If the grievant and/or the Association is not satisfied with the disposition of the grievance, or if no disposition has occurred pursuant to the provisions of Formal Level II, the grievance may be referred to grievance mediation. Mediation will occur only with the concurrence of the District and Association.
- 10.2.5.2 If mediation is not chosen by both parties within 15 (fifteen) days, the grievance will proceed to Formal Level IV – Binding Arbitration.
- 10.2.5.3 Should mediation be agreed upon, the Association shall request that the California State Mediation and Conciliation Service assign a mediator to assist the parties in the resolution of the grievance.
- 10.2.5.4 The mediator, within 30 (thirty) days of request, shall meet with the Association and the District, at a time and place mutually agreeable to both parties.
- 10.2.5.5 If the grievance was initially filed by or on behalf of one or more individual unit members, such members may be present during mediation upon request of the Association.
- 10.2.5.6 If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association, and the District. This agreement shall be nonprecedential and shall constitute a settlement of the grievance.
- 10.2.5.7 In the event that the Association and the Superintendent or his/her designee has not resolved the grievance with the assistance of the conciliator/mediator, the Association may terminate Formal Level III and the grievance shall proceed to Formal Level IV.

10.2.6 Formal Level IV – Binding Arbitration

- 10.2.6.1 If the Association is not satisfied with the disposition of the grievance at Level II, or III, they may submit the grievance to Binding Arbitration. The grievant and the Association shall notify the Superintendent or designee within 15 (fifteen) days of the receipt of the response, or within ten (10) days of the Level III final mediation meeting, if the grievance is being submitted to Binding Arbitration.

- 10.2.6.2 The arbitration proceeding shall be conducted by a professional arbitrator to be selected by the District and Association within seven (7) days after the request is received by the Superintendent. If an arbitrator cannot be agreed upon, the following selection procedure will be employed:
- a. If any questions arise as to whether a grievance can be arbitrated or not, such question will be ruled upon by the arbitrator only after he/she has had an opportunity to hear the merits of the grievance.
 - b. The Association and the District shall jointly request a list of seven (7) qualified arbitrators experienced in arbitrating public school grievances from the California State Mediation and Conciliation Service.
 - c. The selection of an arbitrator shall be determined by an elimination process in which the first party shall be determined by a flip of the coin; then each party shall alternately remove a name until only one name remains.
 - d. HTA and HUSD shall request in writing a mutually agreed-upon deadline for the decision by the arbitrator, and shall include the deadline in the arbitration contract.
- 10.2.6.3 The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted unless expedited rules apply.
- 10.2.6.4 The Superintendent, Association, and grievant shall be given copies of the decision and the arbitrator's report. The decision of the arbitrator shall be final and binding on all parties.
- 10.2.6.5 The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. However, it is agreed that the arbitrator is empowered to include in any award such financial reimbursement or other remedies as he/she judges to be proper, with the exception that it is understood that the Association and District shall always be responsible for paying for their own respective costs (attorneys' fees, etc.) for preparing and presenting a case for arbitration. The arbitrator is specifically prohibited from including these fees in any award.
- 10.2.6.6 All costs for the services of the arbitrator, including but not limited to per diem expenses, travel, and subsistence expenses, and the cost of any hearing room, will be borne equally by the District and the Association.

10.2.6.7 The voluntary labor arbitration rules of the American Arbitration Association shall apply to all arbitrations conducted under this section.

10.2.6.8 All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the regular personnel file of any of the participants.

10.3 Guidelines

9.3.1 A grievant may be represented at all stages of the grievance procedure by himself/herself or (at his/her option) by any representative. If the grievant is not represented by the Association or its representative(s), the Association shall still have the right to be present and to state its views at all stages of the grievance procedure.

9.3.2 In the event that a grievant chooses self-representation, no final solution of a grievance shall be made by District until the Association has received a copy of the grievance, any proposed solution, and has been provided an opportunity to file a written response. The Association must exercise its response privilege within ten (10) days of its receipt of the grievance and offer a proposed solution.

9.3.3 Nothing in this Article shall be construed as preventing any party to a grievance from seeking the advice and counsel of a representative of choice.

9.3.4 All communications required to be in writing shall be served by U.S. certified mail or shall be delivered personally with acknowledgment via signed receipt notice during non-student contact time.

9.3.5 Unit members required to be absent from their duties when directly involved in a grievance hearing as an Association representative or witness shall not suffer any loss of pay.

9.3.6 A separate grievance file for each grievance shall be maintained at the District Office. During processing of the grievance, materials relating to the grievance shall be maintained in this file.

9.3.7 Forms for filing and processing grievances shall be prepared by the Superintendent in consultation with the Association, and copies shall be available at each school site office.

9.3.8 Timelines as stated in the grievance procedure are maximums. Every effort should be made to expedite a grievance as quickly as is feasible. If the grievance is filed at a time when vacation and/or summer schedules would make its resolution difficult, its processing may, by mutual consent, be postponed until an appropriate time.

- 9.3.9 A grievance filed against a supervisor shall have its first hearing at the next appropriate level of this procedure. All established time lines will be adhered to beginning with the informal level.
- 9.3.10 If the grievant introduces new evidence at any level in the grievance procedure, the District may require that the grievance be returned to the prior level.
- 9.3.11 Meetings for the processing of grievances shall be scheduled as much as possible at times which will not interfere with the regular workday of the participants. If any grievance meeting or hearing must be scheduled during the regular workday, any unit member required by either party to participate as a witness or grievant in such meeting or hearing shall be released from regular duties without loss of pay for a reasonable amount of time.
- 9.3.12 The grievant shall be entitled, upon request, to representation by the Association or another teacher at any or all grievance conferences.

ARTICLE XI: PUBLIC CHARGES

- 11.1 Any parent or citizen complaint directed to the school administration about a unit member shall be communicated to the member and, if deemed to be serious enough to warrant investigation, shall be processed through the following procedures.
- 11.1.1 The Superintendent or designee will investigate charges made. If no substance to the complaint is found, the issue will be dropped and no entry will be made in the personnel file.
- 11.1.1.1 A copy of the complaint will be given to the employee within the ten (10) school day period, unless precluded by law or by board policy.
- 11.1.1.2 Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
- 11.1.1.3 A written complaint shall include:
- a. The full name of each employee involved
 - b. A brief but specific summary of the complaint and the facts surrounding it.
 - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
- 11.1.2 If the Superintendent or designee and/or unit member deems that an administrative conference is advisable, an appropriate conference will be held. The complainant will be notified and requested to be present and to submit the complaint in writing. The unit member may elect to attend the conference.
- 11.1.3 If a mutually satisfactory resolution is achieved, the matter will be closed. Failure of the complainant to attend the conference and to submit written charges will cause the matter to be dropped.
- 11.1.4 A copy of the complaint with the resolution attached will be placed in the unit member's personnel file.
- 11.1.5 If either party at the administrative conference is not satisfied with the findings of the conference, that person may appeal the entire matter to a closed hearing of the Board unless the unit member requests a public hearing. The Board's decision will be the final decision of the District.
- 11.1.6 Either party at the Board Hearing may be represented by an advisor of choice. A copy of the complaint, with the Board's resolution attached, will be placed in the personnel file of the unit member.

- 11.1.7 A teacher shall be provided a copy of any negative or derogatory materials before it is placed in his/her personnel file and shall be given reasonable opportunity up to fifteen (15) calendar days to initial and date the material. Any written response (optional) shall be attached to the material.
- 11.1.8 Violations of procedures specified in this Article are grievable. Resolutions made under this article are not grievable.

ARTICLE XII: WORK HOURS/WORK YEAR

12.1 Work Year

- 12.1.1 The regular school year for classroom teachers will consist of a total of 184 work days.
- 12.1.2 All classroom teachers shall be required to be present as assigned by the District on each work day during the regular school year.
- 12.1.3 Of the total 184 workdays during the regular school year, there shall be a total of 180 teacher workdays. The remaining four (4) days of the total 184 workdays during the regular school work year shall be considered non-teaching work days. If all requirements are met, the Superintendent may allow for flexibility regarding the non-teaching days.
- 12.1.4 The scheduling of all work days, both teaching and non-teaching, during the regular school year shall be at the discretion of the District with input from the certificated staff. These days shall not be on a weekend or a holiday except by mutual agreement between the Association and the District.
- 12.1.5 Nothing in this Article is to be interpreted as prohibiting a unit member from serving an extended year on terms mutually agreed to by the members and the District.
- 12.1.6 A mandatory check out procedure at the conclusion of a school year shall be on a contract work day. There shall be sufficient time prior to this date for any appropriate forms to be processed by district personnel as needed. This procedure will be developed at each site.

12.2 Work Day

- 12.2.1 The teacher's normal work day in fulltime status shall be seven and one-quarter (7.25) hours and normal work week shall be thirty-six and one quarter (36.25) hours including at least a thirty (30) minute duty-free lunch period providing at least a 5-minute transition allowance. Each unit member will be at work fifteen (15) minutes before the beginning of his/her class or the beginning of the school day as determined by the District.
- 12.2.2 The classroom teacher shall complete such additional duties or activities that are necessary to complete their professional responsibilities.

12.3.0 Preparation Period

- 12.3.1 The District shall minimize disruption of teachers prep time by scheduling legally required meetings (IEP, SST, or 504 meetings) outside of prep time when possible. Unscheduled parent visits to campus do not constitute a legally required meeting however the parties agree that it is a professional

HUSD HTA 2021-2024 Draft Agreement based on v 6 TW 12/16/2021

Update 22.3.10 JP/ Update 22.7.22

pg. 21

responsibility as stated in 12.2.2 and is in compliance with Board Policy 6020 Parental Involvement.

12.3.2 Elementary Schools

12.3.2.1 Elementary/Middle School Prep Time will be designated Monday-Friday, following the release of students until the end of contractual time to be no less than 50 minutes unless needed to be used for instructional minutes.

12.3.3 High Schools

12.3.3.1 One Preparation Period equivalent in length of time to one of the teaching periods of the school will be assigned to the teacher.

12.3.3.2 A teacher may be assigned to teach a class absented by another teacher during a regular preparation period.

12.3.3.3 When such assignment is made the unit members shall be paid the percentage of the daily rate applicable to each period or shall be given one period credit toward compensatory time off to be taken during the year. The District will be responsible for recording the unit members' preference at the beginning of the year.

12.3.3.4 Such accumulation of time shall be taken in one-half or one full day increments up to a total of one full instructional day per year.

12.3.3.5 The teacher shall be required to perform those duties normally performed during the regular preparation period during an equivalent period of time at the end of the student school day.

12.3.3.6 When economically practicable the regular teacher preparation period shall be preserved and a substitute employed.

12.4 Professional Collaboration (PC)

12.4.1 80 minutes each week will be allotted for Professional Collaboration. Professional Collaboration is defined as time in which Professional Learning Communities, Professional Development, and Staff Meetings will take place as determined by the Administration. It is understood that the district focus is to incorporate Professional Learning Environments as a premier focus of school improvement.

12.5 District Directed In-service Minimum Day Fridays

12.5.1 Any District directed minimum days will be set by the District and reviewed by the HULC. This calendar of preliminary dates will be published no later than the

first week of school. To the best of the district's ability to set these dates, it is understood that modifications may be made to this calendar with prior notice.

12.5.2 District directed in-service minimum day Fridays will not be those dates set aside for Early Release Fridays (12.7), Fair week minimum days or the last week of school.

12.5.3 District wide minimum days

12.5.3.1 Of the thirty-eight (38) minimum day Fridays, there will be not more than 9 minimum day Fridays designated by the District for Staff Development, PLC or vertical articulation (this excludes the minimum days for fair and bolt days).

12.6 Early Release

12.6.1 In consideration for the additional staff hours required for professional development/staff meetings/PLC commitments listed in sections above release time will be allowed as described below.

12.6.1.1 At the conclusion of the student day on minimum day Fridays that are scheduled within the district calendar directly prior to the major school breaks of Thanksgiving, Winter Break, and Spring Break (if it falls on a Friday), unit members may leave upon completion of professional responsibilities (as stated in Article XII, 12.2, 12.2.2).

12.7 Extra Pay Positions

11.6.1 Any extra duty position filled is paid per the Extra Duty Salary Schedule; Appendix C.

11.6.2 Each unit member who has served in an extra-pay position during the current school year and expresses a willingness to be appointed to the same extra-pay position for the following year will be notified by May 1, of his/her reappointment, which is at the discretion of the District, for the next school year.

11.6.3 An extra-pay position that is not filled via the reappointment process will be declared an open position. When a position is declared open, the District will publicize the open position by posting a notice of the open position at each school. The notice will include a list of qualifications for the position. All unit members who are interested in being considered for the position may submit an application to the District.

11.6.4 The District will first consider unit member applications for the open position. If a unit member candidate is properly qualified, as determined by the District, he/she will be appointed to the position. In the event that no unit member is

HUSD HTA 2021-2024 Draft Agreement based on v 6 TW 12/16/2021

Update 22.3.10 JP/ Update 22.7.22

pg. 23

appointed to the position, other applicants will be considered. Appointments to all extra-pay positions will be based on District timelines and contingent on the program being offered in the school for the following year.

Unit members may make a written request of the district to open a coaching position held by a walk-on coach not employed as a certificated or classified unit member of the district. The district has full discretion when considering the request to open or not to open the position. Such requests must be made by April 1st of the current school year for the following school year.

- 11.6.5 Each unit member who is appointed to an extra-pay position will work such time as necessary to complete the responsibilities in a professional manner as set forth in the District-adopted job description.
- 11.6.6 Coaches will receive an additional stipend of \$250 for any post season games per sport. The additional stipends will be paid to head coaches and assistant coaches who are paid during the regular season of play. Excluded would be non-paid /volunteer coaches. Coaches who choose to split the regular season stipends would also split the post season stipend of \$250.00.

11.7.0 Athletic Supervision

- 12.8.1 The District and Unit agree that athletics is a primary support for student learning that builds interest and attracts students to our district. The District and Unit agrees that supervision of athletic events outside the contract day are necessary for student, staff and community safety as well as a requirement to participate in the State of California Interscholastic Federation (CIF) that federation regulating high school sports. The District and Unit agree that supervision within a small district is cumbersome on all and further understand the need to have members of the unit assist administration with athletic supervision. Therefore this agreement is to encourage sharing the load between high school staff, site and district administration. The District and Unit agrees to the following procedures:

- 12.8.1.1 The District and Unit agrees that High School Teachers may cover Minor Games and school dances as the administrative designee. Minor Games are defined as Soccer, Softball, Baseball and some Volleyball/Basketball games where coverage does not warrant both an administrator and/or Dean of Students supervision.

- 12.8.1.2 The District and Unit agrees that High School Teachers could also serve as an additional site administrative designee at such games that warrant more supervision.

- 12.8.1.3 The District agrees to create an administrative designee sign-up schedule in sufficient time for each of the fall, winter and spring sports.

12.8.1.4 The District agrees to provide training to the High School Staff annually regarding the procedures and process needed for each administrative duty while serving as the administrative designee for game supervision.

12.8.2 Compensation

12.8.2.1 The District agrees to compensate unit members with one hour of compensatory time for each hour of athletic supervision coverage served outside the contract day up to 21.75 (3 days) hours per school year (as described in article 12.3 section 12.3.3.3). The unit members shall place all athletic coverage hours onto a district timesheet and the district will enter the compensatory time into the district employee attendance system (AESOP) (note, compensatory time shall be paid to all unit members who are acting as administrative designee beyond their required duties).

12.8.2.2 All requests for compensatory time off must be submitted through AESOP and approved by the site administrator in a timely manner to ensure that a substitute teacher is secured for the vacancy.

12.8.2.3 Unit members who choose to accrue additional coverage over the maximum compensatory bank will be paid at a rate of \$30.00 per hour. Unit members may choose to be compensated at the rate of \$30.00 per hour for athletic coverage and not accrue compensatory time if they so desire.

ARTICLE XIII: LEAVES

13.1 Definitions

- 13.1.1 “Paid Leave” is a leave during which the employee receives pay and other fringe benefits according to the terms of this contract.
- 13.1.2 “Unpaid Leave” is a leave during which the employee does not receive salary payments. Other District benefits contributed to by District are continued in effect.
- 13.1.3 “Unpaid Non-benefit Leave” is a leave during which employee does not receive any salary or any benefits earned as an employee. The employee may continue health and insurance coverages by reimbursing the District for the full cost of these programs.
- 13.1.4 “Immediate Family” is defined as mother, father, grandmother, grandfather, grandchild, spouse, registered domestic partner, or significant other, son, daughter, step-children, step-parents, brother, sister, in-laws, aunt, uncle, nieces or nephews, any other person living in the immediate household of the employee.

13.2 Sick Leave

- 13.2.1 Every teacher shall be entitled to ten (10) days of paid sick leave for each full year of employment.
 - 13.2.1.1 Unused sick leave shall accrue from school year to school year.
 - 13.2.1.2 At the beginning of each school year, every teacher shall receive a sick leave allotment credit equal to the sick leave entitlement for the school year. A teacher may use credited sick leave at any time during the school year.
 - 13.2.1.3 With advance notice, the District may require a physician’s verification of illness and/or ability to return to work if a teacher has been on sick leave for three (3) or more consecutive days.

13.3 Maternity Leave

- 13.3.1 Maternity leave shall be granted according to state law. Absence due to pregnancy, or to illness/injury caused by pregnancy, childbirth, miscarriage or recovery therefrom shall, upon certification of a physician, be considered as sick leave according to the sick leave provisions of this contract.

13.3.2 The length of the leave, including the date on which the leave shall begin and the date on which the member shall resume duties, shall be determined by the unit member and the physician of the unit member.

13.4 Child-Rearing Bonding Leave

13.4.1 Employees may elect to utilize up to 12 weeks of child bonding leave occasioned by the birth of the employee's child, or the placement of a child with the employee in connection with the employee's adoption or foster care of a child as provided by the California Family Rights Act (CFRA).

13.4.2 Such leave shall be paid leave consistent with Education Code section 44977.5. Employees shall be permitted to use accumulated leave credits during child bonding leave. If an employee exhausts his/her accumulated sick leave prior to the expiration of the 12-week child bonding leave, she/he shall be entitled to differential pay as defined in Education Code section 44977.5 for the balance of the 12-week period.

13.4.3 At least four (4) weeks prior to the anticipated date on which child-rearing leave is to commence, the unit member will notify the District of intention to take such leave and will specify the length of the leave (special provisions will be made for emergencies). For birthing parent, the 12-week child bonding leave shall commence at the conclusion of any pregnancy disability leave. For non-birthing parents, the 12-week child bonding leave shall commence on the first day of such leave.

13.5 Child Adoption

13.5.1 Any unit member shall be entitled to Child Bonding Leave consistent with 13.4 above.

13.6 Paternity Leave

13.6.1 Non-Birthing Teachers will be afforded leave consistent with Child-Bonding Leave allowed in 13.4 above.

13.6.2 Non-Birthing Teachers may also be allowed an unpaid leave of absence for childcare for up to one (1) full year; concurrent with 13.4 and in compliance with the Family and Medical Leave Act.

13.7 The District and Unit understand that 13.4 Child-Rearing Bonding Leave is currently in law and agree that the contained language in 13.4 Child-Rearing Bonding Leave will be in effect upon signing of this MOU.

13.8 Extended Sick Leave

13.8.1 Any unit member who is absent from duties on account of illness or accident for a period of five (5) or fewer months shall receive the regular salary due

that employee less the amount actually paid the substitute to fill the position during the absence of the regular employee.

13.8.2 Benefits accruing under this provision shall be used only after entitlement to all regular sick leave, accumulated sick leave, or other available paid leave has been exhausted.

13.8.3 During each school year, when a person employed in a position requiring certification qualifications has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of illness or accident for an additional period of five school months, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him or her for any of the additional five months in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to the substitute had he or she been employed. The school district shall make every reasonable effort to secure the services of a substitute employee. See Ed. Code 44977.

13.8.3.1 For purposes of 13.8.3:

13.8.3.1.1 The sick leave, including accumulated sick leave, and the five-month period shall run consecutively.

13.8.3.1.2 An employee shall not be provided more than one five-month period per illness or accident. However, if a school year terminates before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year.

13.8.3.2 The governing board of every school district shall adopt a salary schedule for substitute employees. The salary schedule shall indicate a salary for a substitute for all categories or classes of certificated employees of the district.

13.8.3.3 Excepting in a district the governing board of which has adopted a salary schedule for substitute employees of the district, the amount paid the substitute employee during any month shall be less than the salary due the employee absent from his or her duties.

13.8.3.4 When a person employed in a position requiring certification qualifications is absent from his or her duties on account of illness for a period of more than five school months, or when a person is absent from his or her duties for a cause other than illness, the amount deducted from the salary due him or her for the month in which the absence occurs shall be determined according to the rules and regulations established by the governing board of the district.

The rules and regulations shall not conflict with rules and regulations of the State Board of Education.

- 13.8.3.5 Nothing in this section shall be construed so as to deprive any district, city, or city and county of the right to make any reasonable rule for the regulation of accident or sick leave or cumulative accident or sick leave without loss of salary for persons acquiring certification qualifications.
- 13.8.3.6 This section shall be applicable whether or not the absence from duty is by reason of a leave of absence granted by the governing board of the employing district.

13.9 Industrial Accident and Illness Leave

- 13.9.1 Industrial accident and illness leave is granted to a unit member involved in an industrial accident or illness which results directly from his/her employment with the District. Such member shall qualify for the following benefits.
 - 13.9.1.1 Allowable leave shall be sixty (60) working days in any one (1) fiscal year for the same accident or illness.
 - 13.9.1.2 Allowable leave shall not be cumulative from year to year.
 - 13.9.1.3 All industrial accident or illness leave will commence on the first day of absence.
 - 13.9.1.4 Payment for wages lost on any one (1) day due to an industrial accident or illness shall not, when added to an award granted the unit member under the Workers' Compensation laws of the state, exceed that unit member's normal daily wage.
 - 13.9.1.5 Industrial accident or illness leave will be reduced by one (1) day for each day of authored absence regardless of any compensation award made under Workers' Compensation.
 - 13.9.1.6 If an industrial accident or illness overlaps into a second fiscal year, the unit members shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
 - 13.9.1.7 Industrial accident or illness leave is to be used in lieu of other Sick Leave entitlement until such entitlement under Industrial Accident or Illness Leave is exhausted. However, if a unit member is receiving Worker's Compensation, the unit member shall be entitled to use only so much of the accumulated or available Sick Leave benefits or other paid benefits that, when added to the Workers' Compensation award, will provide for a full day's wage or salary.

- 13.9.1.8 Periods of leave of absence, whether paid or unpaid, will not be considered a break in service. Any unit member receiving benefits as a result of this section shall remain within the State of California unless the Governing Board formally authorizes travel outside the state.
- 13.9.1.9 The Superintendent may request a unit member to submit to an examination by a competent practitioner of the Superintendent's choice in order to maintain eligibility for leave provisions under this subsection.
- 13.9.1.10 A unit member who has been medically released for return to duty, and who fails to accept an appropriate assignment, shall be considered as dismissed.

13.10 Professional Opportunity Leave

- 13.10.1 Upon the recommendation of the Superintendent, the Governing Board may grant a year's leave without pay to certificated staff members of advanced study in their major or minor fields, to improve their competency in current teaching assignments, or to obtain competencies in other fields of education.
 - 13.10.1.1 Professional Leave recipients shall receive advancement on the salary schedule as though they remained in the District.
 - 13.10.1.2 This leave will be considered after five (5) years in the District or after five (5) years since a similar leave has been granted by the District.
 - 13.10.1.3 Unit members on professional leaves shall notify the District of their intended return not later than March 1 of the school year prior to their return.
 - 13.10.1.4 If a Unit member wishes to extend the leave beyond one year, a new request must be submitted for an additional year by March 1 of the professional-leave year. The District, at its discretion, will consider such a request.

13.11 Personal Necessity Leave

- 13.11.1 Every unit member shall be entitled to use seven (7) days of his/her paid sick leave allotment during each school year in the case of the following:
 - 13.11.1.1 The death or serious illness of a member of the immediate family as defined in Section 10.1 of this Article.

- 13.11.1.2 Serious accident involving the unit member's person or property, or the person or property of a member of the immediate family.
 - 13.11.1.3 Eminent danger to the home or personal property of the unit member occasioned by flood, storm, fire or other natural calamity.
 - 13.11.1.4 The unit member shall not be required to secure advance permission to use personal necessity leave for situations described in Section 13.11.1.1, 13.11.1.2, and 13.11.1.3 above.
- 13.11.2 Upon prior 24-hour notice to the District (exceptions at Superintendent's discretion), a unit member may use, at his/her election, up to three (3) days of unused sick leave for the purposes of personal business leave not listed in Section 13.10.1.1, 13.10.1.2, and 13.10.1.3 above. The unit member shall notify the District the anticipated length of absence as soon as practicable.
- 13.11.3 Upon application of the unit member and approval of District Governing Board, personal necessity leave under this subsection may be extended up to an additional five (5) days.
- 13.11.4 Faculty/Student Bereavement Leave
- 13.11.4.1 Unit members may be granted release time during the work day for attending funerals of District employees or students in their classrooms, or parents, or siblings of such students. Such release time may be charged to Personal Necessity Leave, subject to finding qualified substitutes.

13.12 Bereavement Leave

- 13.12.1 Every unit member shall be entitled to three (3) days' paid leave of absence (or five (5) days if travel of more than four hundred (400) miles is involved) on account of the death of any member of that person's immediate family.
- 13.12.2 Bereavement leave shall not be deducted from sick leave. The employee may petition the Superintendent or designee about bereavement leave for person(s) other than immediate family as defined in Section 13.1.4 of this Article.

13.13 Catastrophic Leave

- 13.13.1 Under the catastrophic leave program, District employees may voluntarily donate sick leave credits to other eligible employees within their employment group who have been granted leaves of absence due to a catastrophic illness or injury. Leave credits may not be exchanged between classified and certificated employees. (E.C. 44043.5)

13.13.2 All transfers of eligible leave credit shall be irrevocable. The Superintendent shall ensure that all donations are confidential.

13.13.3 Definitions

13.13.3.1 “Catastrophic illness” or “catastrophic injury” means an illness or injury that is expected to incapacitate the employee or his/her family members and that requires the employee to take time away from work in excess of 72.5 hours (or ten days).

13.13.3.2 “Catastrophic leave credit” means sick leave donated from one employee’s accrued sick leave account to another employee.

13.13.3.3 “Recipient” means any person meeting the eligibility requirements.

13.13.3.4 “Donor” means any person voluntarily transferring their sick leave credits to another employee.

13.13.3.5 “Participant” means any unit member.

13.13.4 Sick Leave Credits.

13.13.4.1 Credits are received and donated on an hourly basis. A day’s sick leave is counted as seven and one-quarter (7.25) hours. Part-time employees may donate or receive sick leave on a pro-rated basis.

13.13.5 Recipients.

13.13.5.1 To be eligible to receive donations, the employee must satisfy all of the following conditions.

- a. Be covered by the catastrophic leave provisions of the collective bargaining agreement.
- b. Be a participant in the catastrophic leave.
- c. Provide medical written verification from his/her licensed physician of a catastrophic illness or injury, indicating the incapacitating nature and probable duration of the illness or injury.
- d. Have used all available sick leave credits.
- e. Not be receiving other salary replacement credits such as worker’s compensation.

- f. Not receive leave credits for the purpose of qualifying for STRS disability.
- g. Use the donated leave credits within twelve (12) consecutive months.

13.13.6 Donors

13.13.6.1 Donations may be solicited through an announcement by the District on behalf of an eligible recipient.

13.13.6.2 All transfers of eligible leave credit shall be irrevocable. The Superintendent shall ensure that all donations are confidential.

13.13.6.3 To donate sick leave credits, the employee must satisfy all of the following conditions:

- a. Be covered by the catastrophic leave provisions of the collective bargaining agreement.
- b. Must be able to maintain a minimum of ten (10) accumulated sick days.

13.13.6.4 Unit members may donate a minimum of one full day of sick leave per year to a maximum contribution of ten (10) days.

13.14 Jury and Witness Duty Leave

12.14.13.4 The employee must return to work when it is not necessary for him/her to report for jury duty.

13.14.2 An employee shall be granted a leave of absence without loss of pay for any regularly scheduled jury duty when directed to appear as a witness in court other than as a litigant. The employee shall include the subpoena with the application directed to the Superintendent. If the leave of absence is approved with pay, the employee shall make payment to the school district the fees received for his/her services to the court as a juror or witness; exclusive of transportation, food, and lodging expense.

13.14.3 The employee must return to work in cases when it is not necessary for him/her to be absent the entire day. In the event an employee is excused from jury duty prior to noon, he/she shall return to work unless serving in Federal Court.

13.14.4 This policy shall not preclude the District Superintendent from discussing with the affected employee the practicality of seeking exemption when acceptance would tend to materially disrupt the district's operation.

13.14.5 If a litigant, the employee:

HUSD HTA 2021-2024 Draft Agreement based on v 6 TW 12/16/2021

Update 22.3.10 JP/ Update 22.7.22

pg. 33

13.14.5.1 Shall be granted leave not to exceed five (5) days.

13.14.5.2 Shall be required to pay the substitute pay up to five (5) days.

13.14.5.3 Shall be limited to five (5) paid days.

13.15 Leave Status

13.15.1 Unit members on District-approved leave will maintain their seniority rank in terms of District service unless otherwise agreed.

ARTICLE XIV: CLASS SIZE

- 14.1 Conceptually, the parties agree that 24:1 ratio of pupils to classroom teachers is desirable. As options are evaluated, the District and the Association will consider this objective.
- 14.2 It is recognized that smaller class sizes in the primary grades are beneficial to the K-8 instructional program.
- 14.3 Class size, however, is dependent upon District resources, the educational needs of pupils, and the enrollment trends of the District. The parties acknowledge that retention of District flexibility in assignment and class load is essential to preserve jobs and District function.
- 14.4 In so far as practicable within the constraints of offering a variety of subjects to a limited number of students in a small high school, the District shall attempt to distribute students in classes of the same course title as equitably as possible.
- 14.5 The District and HTA agree with the changes in language for ARTICLE XIV to keep funds provided by the State of California flexible to the degree allowed under state law. The District and Unit agree to immediately meet and negotiate the language should it be found to be non-compliant with state laws regulating GSA (Grade Span Adjustment).
 - 14.5.1 Class sizes in Kindergarten-3rd grade may be above the GSA 24-1 ratio set by the State of California with the understanding that the District will balance the number of students per grade level as closely as possible.
 - 14.5.2 The maximum class size for K-3 will be as follows:

Kindergarten	28:1
First Grade	28:1
Second Grade	28:1
Third Grade	28:1
Combination Classes (K-5), if necessary	27:1
 - 14.5.3 For any combination class or should the ratio exceed the above, the site administrator will distribute classroom instructional support among those classes, if available.
 - 14.5.4 Should the class size average reported on P-2 on the Class Size Penalty Report exceed 28:1 in a single grade span class or 27:1 in a combination class that teacher would receive a one-time payment of \$1000.00 to be paid in the June pay period.

ARTICLE XV: TEACHING CONDITIONS

- 15.1 Association and unit members shall have the right to provide input to the District on instructional materials and suitable facilities in which to teach.
- 15.2 Any condition deemed to be unsafe by a unit member shall be reported in writing to his or her immediate supervisor. Any action or response shall be provided by the supervisor in writing. A copy shall be submitted to the Superintendent.
- 15.3 If delay of corrective action would result in the health or safety of unit members and/or students being jeopardized, the Administration shall take all necessary steps to remove unit members and/or students from endangerment immediately.
- 15.4 If the unit member is not satisfied with the action or response, he or she may file a grievance. Once a condition has been reported by the unit member, in writing, the condition becomes the responsibility of the immediate supervisor.
- 15.5 In the event that the DISTRICT receives any information from recognized public entity (ies)/agency (ies), that a student, his or her parents or guardian have a known, established history of dangerous, violent and/or disturbed behavior, the building administrator will forward such information to the unit member(s) of that student within 24 hours when school is in session. The Unit member and site administrator shall discuss student needs and plan accordingly.
- 15.6 Conditions may arise which are not covered by the District safety plan. The unit member shall consult the local administrator for direction in such situations. In the absence of administrative direction, the unit member shall take reasonable and prudent action.
- 15.7 Unit members shall not be required to work under unsafe conditions or to perform tasks which endanger health, safety or well-being.
- 15.8 Each unit member shall be given an opportunity to participate in the District's decision to assign an aide to their classroom.

ARTICLE XVI: TRANSFER AND REASSIGNMENT

16.1 Definitions

- 16.1.1 A transfer is the movement of a unit member from one work location to another work location, or from one program to another program such as year-round education, restructured schools, or reconfiguration. The transfer may include a change in grades or subject area as long as the move involves changing worksites.
- 16.1.2 A reassignment is the movement of a unit member from one subject area to another subject area, one grade level to another grade level, or from one configuration to another such as team teacher, restructuring or other reconfiguration within the same worksite.

16.2 Voluntary Transfer/Reassignment

- 17.2.1 A unit member may submit a request for transfer to the District at any time, whether or not a vacancy exists. A unit member may also submit a request for a transfer subsequent to the posting of a vacancy notice pursuant to the posting procedure of this Article.
- 17.2.2 If two (2) or more unit members with state required credentials for the position apply for a vacancy, the unit member with the greatest seniority shall receive first consideration.
- 17.2.3 A transfer request shall not be denied arbitrarily, capriciously, or without basis in fact.
- 17.2.4 If a unit member's request for a voluntary transfer is denied, the unit member, upon request, shall be granted a meeting with the administrator who denied the request to discuss the reasons for the denial. Following the meeting, the unit member may request and shall receive written reasons for the denial.
- 17.2.5 Unit members returning from leave shall be afforded all rights provided under this section.

16.3 Involuntary Transfer/Reassignment

- 16.3.1 Involuntary transfer/reassignment shall be made only for the following reasons:
- 16.3.1.1 A decrease in the number of pupils which requires a decrease in the number of unit members;
- 16.3.1.2 Elimination of program(s) and/or funding;
- 16.3.1.3 Worksite closings; or

- 16.3.2 The needs and efficient operations of the District. The compatibility of the unit member with the school program and the ability of a unit member to teach a specific program shall be considered.
- 16.3.3 If a decrease in the number of pupils or the elimination of program(s) and/or funding occurs, the District shall seek volunteers prior to making any involuntary transfer/reassignment. If an involuntary transfer/reassignment becomes necessary, the unit member with the least seniority with the appropriate credential shall be considered first for reassignment.
- 16.3.4 Unit members returning from leave shall be afforded all rights provided under this section.
- 16.3.5 Unit members who are transferred/reassigned during the work year shall be allowed five (5) days of paid release time for preparation prior to the effective date of the transfer/reassignment. The District shall provide assistance in moving a unit member's material whenever a unit member is transferred/reassigned.
- 16.3.6 If the Unit member is moved from one classroom to another, the unit member will be given \$150 a day for a maximum of \$300 to complete the move as follows:
- 16.3.6.1 The District will schedule District custodial staff and equipment to assist in the movement.
- 16.3.6.2 Scheduled assistance will happen between the year end dismissal of students and the beginning of Summer School or at another time upon mutual agreement prior to the beginning of school. Exceptions may occur due to summer school classroom usage, or construction.
- 16.3.6.3 Unit member will submit a time sheet by June 30th of the fiscal year of classroom movement.
- 16.3.7 These clauses shall not affect itinerant teachers who may have to move rooms throughout the day when the normal and usual teaching assignments dictate such movement.

16.4 Notification of Assignment

- 16.4.1 Each unit member shall be given written notice not later than the Third Friday in May for next year's assignment. Such notice shall specify the grade level, subject/position to which the unit member will be assigned along with the room or rooms assigned as a teaching station for that unit member. This clause does not affect itinerant teachers who may change classrooms for subject matter or whose classroom instruction is held in multiple locations on a campus or in the district. In addition, such notice shall explain the nature of

HUSD HTA 2021-2024 Draft Agreement based on v 6 TW 12/16/2021

Update 22.3.10 JP/ Update 22.7.22

pg. 38

special problems, which may be experienced by pupils assigned to the unit member, if known. The Unit agrees that service of such notice may be given either by email or personal service by the conclusion of the contract day on the third Friday of May. The unit and district understands that a unit member may be temporarily assigned a classroom or teaching station when construction occurs. In these cases, it is permissible to delay the actual teaching assignment or location until construction can be complete for that classroom or teaching station.

16.4.1.1 Assignment Limitations

16.4.1.1.1 Unit members shall be assigned only to positions for which they hold a valid California credential, and for which they are qualified.

16.4.1.1.2 At a unit member's sole discretion, the unit member may agree to an assignment outside the unit member's credential authorization(s), providing that the District shall secure all the necessary waivers, emergency credentials, and District Committee on Assignments approval.

16.4.1.1.3 At the end of a school year, the unit member, at her/his sole discretion, may withdraw from the voluntary assignment referred to in Section 16.2 above. Subsequently, the unit member shall be assigned in accordance with Section 16.4.1.1.1 above.

16.5 Vacancies

16.5.1 A vacancy is any position that does not have a unit member assigned to it. This includes any vacated, promotional, or newly created position, including positions created by reconfiguration or restructuring and any supplemental instructional programs offered by the District.

16.5.2 Upon knowledge of vacancies, the District shall deliver to the Association and post in all work sites a list of all vacancies which occur during the work year and for the following work year. The list shall contain the following:

16.5.2.1 A closing date which is at least ten (10) working days following the posting date.

16.5.2.2 A job description.

16.5.2.3 Credentials and qualifications necessary to meet the requirements of the position.

16.5.3 No assignment to fill the vacancy shall be made until after the closing date.

16.5.4 The District shall notify unit members by mail of any posted openings which may arise during the summer recess, intersession, or a period of leave.

16.5.5 The District shall, upon request of the unit member, deliver in writing, the reasons for the unit member not receiving the vacancy.

16.5.6 No outside applicant shall be selected to fill a vacancy if there is a qualified unit member applicant.

16.6 Seniority

16.6.1 Seniority is defined as the unit member's initial date of service in the bargaining unit.

16.6.1.1 Unit members with the same initial date of service shall have their seniority number determined by the following criteria:

16.6.1.1.2 Credentials and experience to teach or serve in a particular program or provide a particular service of need by the District (e.g., bilingual, special education, etc.)

16.6.1.1.3 Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school

16.6.1.1.4 Credentials that permit supplementary authorization

16.6.1.1.5 Number of teaching and/or specialist service credentials

16.6.1.1.6 Earned degrees beyond the B.A. or B.S. level (e.g., masters, doctorate)

16.6.1.1.7 Multiple language skills relevant to District need (e.g., Spanish)

16.6.1.1.8 Preliminary v. Clear/Life credentials

16.6.1.1.9 National Board Certification

16.6.1.1.10 Application of Criteria as follows:

16.6.1.1.10.1

- Credentials and experience to teach or serve in a particular program or provide a particular service of need by the District (e.g., bilingual, special education, etc.)
Rating: +1 per credential, +1 per year of experience

- Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school Rating: +1 per year
- Credentials that permit supplementary authorizations Rating: +1 per supplementary authorization
- Number of teaching and/or specialist service credentials Rating: +1 per credential
- Earned degrees beyond the B.A. or B.S. level (e.g., masters, doctorate) Rating: +1 per degree
- Multiple language skills relevant to District need (e.g. Spanish) Rating +1 for Spanish
- Preliminary v. Clear/Life credentials Rating: +1 per preliminary +2 per Clear/Life Credential
- National Board Certification Rating: +1 per certificate

16.6.1.1.11 Tie-Breaking Procedure: In the event that common day hires have equal qualifications based on application of the above criteria, the District will then break ties by utilizing a lottery.

16.6.1.2 If a unit member is assigned by the District to a non-bargaining unit position, that unit member does accrue seniority for the purposes of this Article while working on such an assignment.

16.6.1.3 A unit member on a District-approved leave of absence shall continue to earn seniority while on leave.

16.6.1.4 A unit member’s seniority shall accrue during layoff.

16.6.2 The provisions of Education Code Sections 44256, 44258.5 and 46300, 44258.1, 44258.2, 44258.7 and by reference Section 44258.9, as they relate to bargaining unit members, are incorporated into this section by the District and the Association as though fully set forth. In furtherance of this provision:

16.6.2.1 Members of the bargaining unit shall be assigned or reassigned to classes consistent with their credentials and major and/or minor subjects of study except as may be hereinafter provided. Where such exceptions are permitted, they shall occur only by mutual agreement among the bargaining unit members affected, the Association, and the District.

16.6.2.1.1 A bargaining unit member who qualifies under the provisions of Education Code Section 44256(b) to teach departmentalized classes or groups of pupils below grade nine (9), and who applies for authorization from the District, shall not be denied such authorization.

16.6.2.1.2 A bargaining unit member who qualifies under the provisions of Education Code Section 44258.2 to teach classes in grades five (5) to eight (8), inclusive, in a middle school and who applies for authorization from the District, shall not be denied such authorization.

16.6.2.1.3 A bargaining unit member who qualifies under the provisions of Education Code Section 44258.5(a) to teach any single subject classes and who applies for authorization from the District shall not be denied such authorization.

16.6.2.1.4 A bargaining unit member who qualifies under the provisions of Education Code Section 44258.7(b) to coach competitive sports for which pupils receive physical education credit and who applies for authorization from the District, shall not be denied such authorization.

16.6.3 Bargaining unit members shall be held harmless from the effects of any misassignment, whether voluntary or not, in any matter including, but not limited to, evaluation, transfer, salary, including extra duty salary, discipline, and layoff.

16.6.4 Any bargaining unit member who may have been inadvertently misassigned shall be provided with a notice of possible misassignment addressed to the County Superintendent. Such notice shall be signed by the bargaining unit member and transmitted forthwith by the District to the County Superintendent. A time-dated copy of this notice shall be provided to the bargaining unit member and the Association.

16.6.5 All reports, notifications, certifications, or verifications whose submission is required by Education Code Sections 44256, 44258.5 and 46300, 44258.1, 44258.2, 44258.7, and 44258.9 from the District to the County Superintendent or from the District to any other agency shall be provided to the Association.

16.7 School/Site Reconstitution

16.7.1 Unit members who are to be involuntarily transferred from a reconstituted school/site shall be accorded the same rights as unit members leaving a closed school.

16.7.1.1 The “first priority” to fill vacancies given to reconstituted and closed school unit members shall mean that such unit members shall be placed in vacancies prior to placing voluntary transfers,

new hires, and/or returning temporary and leave of absence unit members into vacancies.

16.7.1.2 Unit members involuntarily transferred from a reconstituted school site shall be given five (5) days of release time or paid time at unit members' pro-rata daily rate of pay for the purposes of moving to their new assignment. In addition, the District shall provide packing and moving assistance of unit members' materials to the new assignment location.

16.8 Dual Immersion Program

16.8.1 The District agrees to follow the protocol as detailed in this article as it relates to the implementation of the Dual Immersion Program.

ARTICLE XVII: EVALUATIONS

17.1 Definitions

- 17.1.1 “Job performance deficiencies” means in 3 or more elements in any two (2) CSTP standards may qualify as an unsatisfactory rating.

17.2 General Provisions

- 17.2.1 A fundamental premise for a successful evaluation program includes the necessity for honest and open communication between and among the evaluator and the evaluatee.
- 17.2.2 This process is intended to evaluate and assess the performance of certificated employees in accordance with the requirements set forth at Education Code section 44660 et.seq. The objective is to assist the certificated employee to establish, maintain, and improve the learning environment within the scope of the unit members’ responsibility.
- 17.2.3 Evaluations shall be based in part on District goals, classroom objectives, and the unit member’s professional growth plan. Mutual agreement on these factors between the evaluator and the evaluatee is highly desirable.
- 17.2.4 The written evaluation shall be narrative in nature and shall be based on the requirements of law and the identified needs of the unit member being evaluated. The evaluator shall not base any evaluation of classroom performance upon any information which is not within the scope of the unit member’s responsibility.
- 17.2.5 Formal classroom observations shall be no fewer than 20 minutes in duration for district schools, except by mutual consent of the evaluator and evaluatee, and no longer than 60 minutes.
- 17.2.6 The evaluation process will be supported by regular and on-going instructional coaching through focused inservice, District seminars, peer coaching, collaborative support, and facilitation of the unit member’s growth plan as established during the annual conference. (Appendix D-1)
- 17.2.7 No unit member shall be held accountable for any aspect of the educational program over which the member has no authority.
- 17.2.8 Only alleged violations of procedure for evaluation are grievable.
- 17.2.9 Upon the request of the member and by agreement of the site administrator, the District shall reschedule the evaluation to the following year when the unit member serves on a committee in a lead role such as WASC, or BTSA. This also includes extended service on CDE or other sponsored committees.

HUSD HTA 2021-2024 Draft Agreement based on v 6 TW 12/16/2021

Update 22.3.10 JP/ Update 22.7.22

pg. 44

17.3 Frequency of Evaluation

17.3.1 Probationary/Temporary Unit Members:

- 17.3.1.1 All temporary/probationary employees shall be formally observed two times before February 15 of the first and second year of probation.
- 17.3.1.2 Every probationary and/or temporary member shall be formally evaluated by their immediate supervisor each year by March 1 using the form in Appendix D1.

17.3.2 Permanent Employees:

- 17.3.2.1 Every tenured employee shall be evaluated every other year pursuant to Education Code 44664 (a) (1) (2).
- 17.3.2.2 Employees with ten (10) or more years of service to Hamilton Unified School District may be evaluated at least once during every five (5) years.
- 17.3.2.3 All evaluations for permanent certificated employees shall be completed, reviewed, and signed by the unit member and administrator prior to May 1 of each year.
- 17.3.2.4 If a unit member is moved to a new program or grade level the district may provide coaching and or additional services to support quality teaching and content development to the unit member.

17.4 Alternative Evaluation Procedure

17.4.1 The District and the Association share the belief that offering alternatives to the traditional evaluation system will improve excellence in instruction by promoting the professional growth of experienced teachers.

17.4.1.1 Participants

17.4.1.1.1 The following certificated personnel will be eligible to participate in an alternate evaluation system:

- a) All permanent certificated employees who have worked for the District six consecutive years and who have received two satisfactory evaluations (excluding probationary evaluations) and with agreement by the site administrator may participate in the alternative evaluation process.

- b) Participation will be voluntary by the permanent certificated unit member with the approval of the site administrator.
- c) There will be no limit on the number of participants at each site.
- d) The alternative evaluation option, if mutually agreed upon between the evaluatee and the site administrator, shall take the place of the traditional evaluation methods as outlined in Article 17 of the Collective Bargaining Agreement.

17.4.1.1.2 (a) Teachers whose participation in the alternative evaluation program is judged to detract from the teacher's instructional and professional performance may be returned, during the following evaluation period to the traditional evaluation process, whereby the unit member will not be evaluated that next year, unless they have received an unsatisfactory evaluation under the alternative evaluation process, as outlined in Article 17 of the Collective Bargaining Agreement between the District and HTA. The administrator must specify to the affected teacher, in writing, the reasons for the evaluation reassignment.

17.4.1.1.3 (b) A unit member may request to have the alternative evaluation process be extended beyond the current evaluation year when the unit member can demonstrate good cause for that extension. The extension request must be approved by the site administrator and the Superintendent.

17.4.2 Process

17.4.2.1 Goal Setting

- a. The certificated employee will develop goals as the foundation for his/her alternative evaluation option. During the goal-setting conference, the site administrator and the certificated employee will:
 - i. Agree on the goals and the selection of the alternative evaluation option.
 - ii. Develop timelines for completion.
 - iii. Review how the alternative evaluation option will enhance student learning.

b. Alternative Evaluation Options

- i. The certificated employee should select alternative evaluation options that are in close alignment with his/her annual goals. The district-wide approved alternative options are described as follows:

I. Individual Growth Activities

Individual growth activities are designed to improve the employee's performance through the use of selected professional growth activities combined with self-analysis techniques. Examples of activities in this category are:

- Video-taping a classroom lesson (self-analysis)
- Portfolio assessments (training, development and use)
- Self-evaluation (formative and summative)
- Teacher-created projects

II. Educational Team Growth Activities

These activities are designed to reduce the isolation of the classroom teacher. The District and the Association agree that an increased level of collaboration contributes to the professional growth of each employee. Examples of Educational Team Growth Activities are:

- Cognitive coaching
- Video-taped lessons (with peer/administrator reviewers)
- Inter/intra disciplinary grade level teams
- Collaborative teaching and presentations to staff
- Teacher team created projects

III. Educational Research

The teacher may outline an instructional strategy or learning theory to be researched and implemented in the classroom. The design of the research and method of evaluation shall be included in the project. This may be completed in conjunction with graduate coursework or a District curriculum project.

17.4.3 Collaboration

- 17.4.3.1 The teacher and the site administrator will work together in the selection of the options and the development of the specific activities.

17.4.3.2 All participants in the alternative evaluation option will be encouraged to share the progress and results of their alternative individual or educational team activities with other colleagues. The time and format for this collaboration will be developed at each individual site in collaboration with the site administrator.

17.4.4 Timelines

17.4.4.1 The certificated employee will submit written alternative evaluation plan/goals no later than October 15 of each school year (this meets the Stull Bill requirements).

17.4.5 Final Report

17.4.5.1 The teacher and administrator agree upon a timeline of monitoring and progress of the selected teacher activities. The teacher must schedule an appointment with the administrator on or before April 15 of each year for their final review of their project. The teacher shall provide at the final conference a written report summarizing the project, its outcomes and areas of strength and areas of critical follow up for that teacher to achieve before the next evaluation season (the following two years). The written plan will be presented to the administrator in a final evaluation conference on or before April 15. The administrator may respond in writing providing additional guidance before May 1, annually, or sign and accept the project and conclude the alternative evaluation process for that unit member. It shall be the responsibility of the site administrator to include the final report in the employee's personnel file at the District office.

17.5 Evaluation Forms

17.5.1 The documents which are in Appendix D shall be the forms used for this process.

- D1: Certificated Probationary Evaluation Form
- D2: Certificated Permanent Evaluation Form

17.6 Evaluation Conferences

17.6.1 Prior to the start of school, the personnel office shall notify the site principals in writing which unit members shall be evaluated that school year.

17.6.2 During the first two weeks of school each year a copy of either the Certificated Probationary Form or Certificated Permanent Evaluation Form shall be sent to each member who will be observed and evaluated that year.

17.6.3 Administrators shall schedule a pre-evaluation conference to take place prior to October 15 of the school year. At this conference, evaluation forms will be reviewed and a professional growth plan will be discussed and developed.

17.6.4 Observation dates shall be settled between the administrator and the certificated member. Sufficient time between observations for all teachers shall be necessary.

17.6.4.1 No formal observation of a bargaining unit member shall be conducted in the two weeks after the initial conference.

17.6.5 A post observation shall be held within a reasonable time period, (usually within 10 days of the observation, barring unforeseen circumstances beyond the control of the unit member or the administrator).

17.6.5.1 A mid-point conference may be requested by either administration or unit member.

17.6.5.2 A draft summary of the evaluation (Appendix D) will be prepared and given to the unit member ten (10) school days prior to the summative conference.

17.6.5.3 The final Evaluation of Teaching Performance will be prepared and discussed at a summative conference as follows:

17.7 Permanent Certificated Employee:

17.7.1 By May 1, the evaluator shall have met with each evaluated permanent unit member in a private conference, at which time evaluation of the unit member's work shall have been discussed and, if necessary, specific suggestions for improvement made.

17.8 Probationary/Temporary Unit Members:

17.8.1 By March 1, the evaluator shall have met with each evaluated Probationary/Temporary unit member in a private conference, at which time evaluation of the unit member's work shall have been discussed and, if necessary, specific suggestions for improvement made.

17.9 Probationary Non-Reelection

17.9.1 Prior to March 1, evaluators shall typically meet in a private conference with any temporary/probationary unit member.

17.10 Three (3) copies of the summative evaluation are to be distributed as-follows:

- One (1) copy to employee during the evaluation conference.

- One (1) copy may be retained by Superintendent/Principal/Evaluator.
- One (1) original placed in the personnel file of the evaluatee.

17.11 The unit member shall have the right to initiate a written response to the final Evaluation of Teaching Performance form. Such response shall become a part of the final evaluation.

17.12 Procedures Applicable to Employees Receiving an Unsatisfactory Evaluation

17.12.1 Any certificated unit member who receives an unsatisfactory evaluation shall, upon the member's request, be entitled to at least one (1) subsequent observation, conference and written evaluation. Subsequent observations and evaluations shall be mutually scheduled in the same year if possible. If insufficient time remains, then the subsequent observation conference and written evaluation shall be scheduled for the next year.

17.12.2 The evaluator of the unit member shall assist the unit member in correcting any cited deficiencies. Assistance shall include such items as specific recommendations for improvement on the evaluation form D-4, direct assistance in implementing such recommendations, and may include released time (as determined by Superintendent) for the unit member to visit and observe effective teachers in similar classes within the District or in other schools. Resources for the employee include, but are not limited to:

1. Peer helpers or colleagues
2. BTSA
3. Curriculum specialists
4. Mentor and/or
5. Teacher on Assignment

17.12.3 A permanent certificated employee who does not correct cited deficiencies, and who continues to be rated unsatisfactory by the District, shall be assigned to the PAR program as defined in ARTICLE XXIII. The permanent employee then may be subject to termination by the District for unsatisfactory performance after completion of the PAR process.

ARTICLE VXIII: DISCIPLINE

- 18.1 Employee discipline shall be addressed pursuant to Government Code Section 3543.2(b), Education Code Section 44932, and Education Code Section 44660.
- 18.2 Permanent certificated employees shall be subject to disciplinary action only for just cause and with due process.
- 18.3 Progressive Discipline
- 18.3.1 The progressive discipline procedures will be applied except where the serious nature of the offense may require the District to directly impose a written warning, written reprimand, or suspension without pay. Whether or not the serious nature of the offense required bypassing progressive discipline steps may be submitted to arbitration under Article 10 (Grievance Procedure) of the Agreement. Progressive discipline shall include any and all forms of discipline in an incremental manner, including, but not limited to dismissal.
- 18.4 An employee shall not be disciplined without prior notice and an opportunity for a conference prior to conclusion of any investigation.
- 18.5 Notice to employee must be fair and adequate: An employee, against whom disciplinary action is taken, shall be provided the following in writing, either in person or by certified/registered mail to the employee's last known address.
- 18.5.1 Statement of Charges: A statement of the specific charges against the employee shall be written in ordinary and concise language and shall include the cause and the specific acts and omissions on which the disciplinary action is based.

ARTICLE XIX: STAFF DEVELOPMENT DAYS

19.1 Staff Development Days

- 19.1.1 Staff development day components shall be based on the in-service needs of unit members and on the instructional program.
- 19.1.2 Unit members shall be scheduled for four (4) days per year for the purpose of in-service training.
- 19.1.3 Attendance is mandatory. Make up time must be commensurate with the missed in-service activity and must be approved by the site administrator.

ARTICLE XX: REDUCED WORK YEAR EMPLOYMENT STATUS

- 19.1 Certificated unit personnel desiring to participate in a part-time employment status may do so under the following conditions.
- 19.1.1 Participation is on a voluntary basis and subject to Board approval.
 - 19.1.2 Eligibility for this reduced work-year program is met only if unit member has been employed full time in a position requiring certification for at least ten (10) years, of which the immediately preceding five (5) years have been full-time employment in the Hamilton Unified School District, Hamilton Union High School District, or Hamilton Union Elementary School District.
 - 19.1.3 The unit member must have reached the age of fifty-five (55).
 - 19.1.4 Reduced workload status will be based on a full school work year as defined in this contract; and the minimum equivalent days worked must be equal to one-half (½) the number of days in a regular work year.
 - 19.1.5 A unit member accepted into this program shall perform instructional services at times mutually agreed upon and set forth in a written contract that specifies services.
 - 19.1.6 These activities and times, by definition, shall be in the best interests of the District as determined by the District.
 - 19.1.7 A unit member will be accepted into and allowed to continue in the reduced work program on a year-to-year basis; but in no event shall period exceed ten (10) years.
 - 19.1.8 During the contract period, the unit member must submit contributions to the STRS (State Teachers' Retirement System) based on the amount the unit member would have earned if he/she were employed on a full-time basis.
 - 19.1.9 Medical (health, dental and vision) benefits shall remain in effect as if the unit member were a regular full-time employee of the District during the contract period pursuant to Article XXII, Employee Benefits, Item 22.1.3.
 - 19.1.10 A unit member electing to participate in this program may return to a regular full-time certificated position in the District only by mutual consent of the member and District.

Article XXI: Salary Regulations

20.1.1 General

- 20.1.2 All current teachers shall be placed on the Teacher Salary Schedule. New teachers shall be placed on the salary schedule in accordance with their educational training and previous experience.
- 20.1.3 Teachers who serve less than the required annual number of working days or hours for regular full-time teaching positions shall receive salary in the ratio that the number of hours actually served bears to the total number of annual working days or hours for full-time position.
- 20.1.4 Salary warrants for regular teachers shall normally be issued on the last working day of the month. Salary warrants for services in addition to the teacher's regular assignment shall be made not later than the fifteenth day of the payroll period in which the service was performed.

20.2 Initial Step Placement and Step Movement

- 20.2.1 Teachers shall be given up to ten (10) years maximum credit at the time of initial placement on the salary schedule. Assignment of the number of years awarded based on the discretion of the District. Current Certificated employees this applies to will receive service credit (up to year 10) and be paid retroactively to 7/1/2021 for the 2021-22 school year only for employees hired after 7/1/2019.
- 20.2.2 Advancement on the salary schedule shall be at the rate of one step for each year of teaching experience. A teacher must be employed for at least 75 percent of a school year before he/she shall be given credit for the years' experience for salary advancement purposes.

20.3 Horizontal Column Movement

- 20.3.1 Course credit for salary placement and movement shall be given only for post graduate, upper division, continuing education, or graduate course work taken at four-year colleges, universities, or graduate schools which are accredited by a regional accrediting commission, except under a waiver, as provided for in Item 21.3.5. See 21.3.6 for more detail on acceptable course work.
- 20.3.2 Semester hours (units), as defined by the particular accredited college or university, will be acceptable for placement on the salary schedule. Quarter hours (units) shall be converted to semester hours (units) by multiplying the total of such hours (units) by two-thirds.
- 20.3.3 Teachers requesting reclassification from one class (column) to another must file such request with the Superintendent not later than June 1 of each year. Supporting records or transcripts verifying post graduate units of study that

HUSD HTA 2021-2024 Draft Agreement based on v 6 TW 12/16/2021

Update 22.3.10 JP/ Update 22.7.22

pg. 54

are to apply toward column movement must be filed with the Superintendent not later than September 15. If the teacher is unable to submit supporting records or transcripts verifying post graduate units of study that are to apply toward column movement, official notes in the form of a grade card or letter from the college or institution shall be submitted. Such temporary verifications, which indicate satisfactory completion of the course(s), shall be verified by transcripts within three (3) months of the month of the date of the temporary certificate.

20.3.4 The burden of proof of training, experience, possession of credential, and other required documents shall lie with the teacher, both for initial placement and for subsequent column movement. Any error in classification shall be corrected as soon as the error is verified.

20.3.5 If a teacher believes that participation in a lower division course will be of direct benefit to the district and that a similar benefit is not available at an upper division or graduate course level, such teacher may petition the District for a waiver. Such waiver, if granted, allows the units so approved to be counted for advancement on the salary schedule. Prior to the date of enrollment in a lower division course, the teacher must make formal application and receive pre-approval from the Superintendent.

21.3.6 Definition of Course work

21.3.6.1 Upper division, continuing education, or graduate courses that shall be credited:

- A subject directly related to the teaching assignment.
- A course recommended and/or approved by the site administrator for the improvement of instruction (may be lower division, with prior District approval)
- A subject directly related to an advanced degree in professional education or a teaching assignment.
- A subject required by the California credential, evaluation or renewal if the required course is a new requirement not in current law.

21.3.6.2 Lower division or graduate courses that shall be credited:

- Courses required by a California credential, evaluation or renewal.
- Courses required by an advanced degree related to the teaching assignment.
- A course, not previously taken, that is offered by a teacher training institution and which is directly related to the teaching assignment.
- Courses required as a foundation for the acquiring of an additional teaching assignment major or minor. Such courses will be credited

when the full major or minor requirement has been met and the teacher has been assigned to the subject area.

20.4 Statement of Units

20.4.1 The District shall provide each teacher by the first day of October, a statement of the number of units that the District has on file for them. This statement shall also include the total number of days of sick leave that have accumulated.

20.5 Annual Advancement

20.5.1 Each unit member shall advance in a class, one (1) step per year, for each year of experience until additional steps cease to exist.

20.5.2 The Unit and the District agree to meet and confer regarding any forms or required process for pre-approval of upper division, graduate, or continuing education units. Until such time as a new form and process is agreed upon, HTA and the District agree that unit members will request, of the superintendent pre-approval of the coursework. The request will include a brief description of the course and the benefits to the current teaching assignment/school/ and their professional development.

20.5.3 Starting with the 2022-2023 school year, years of credit per column will be extended as follows:

- Column I: increase from 4 to 8 years
- Column II: increase from 8 to 12 years
- Column III: increase from 12 to 15 years
- Column IV:
 - Step 28-31: No Change
 - Step 32-35: Regular step increase Step 32 with next increase at Step 36.
 - Step 36: 1%

STATUS Article XXII: Employment Benefits

21.1 Active Employees

- 21.1.1 Each eligible employee shall be entitled to receive health insurance benefits as outlined in Appendix B.

Health benefits are deemed to be a portion of the compensation provided by the District for service and, as such, each eligible unit member shall be entitled to twelve (12) months of benefits coverage for one (1) years' service to the District as defined in Article XII Work Hours/Work Year of this agreement.

21.2 Eligibility for health insurance

- 21.2.1 Fulltime employees (6/6 time or 36.25 hours per week): 100% of the district cap.²

Part-time employees (5/6 time or 29.0 hours – 36 hours per week): 100% of the district cap.

Part-time employees (3/6 time and 4/6 time or 18 hours – 28.9 hours per week): 50% of the district cap.

Part-time employees (2/6 time or less or less than 18 hours per week): May participate at his/her own expense.

21.3 Eligibility for life insurance

- 21.3.1 The District shall provide life insurance to all certificated employees as outlined in Appendix B.

- 21.4 The District will not change the level of existing health benefit coverage except through the negotiations process.

- 21.5 Individual unit members receiving benefits currently in excess of that for which they are now contractually eligible shall continue to receive health benefit coverage at their current level.

21.6 In Lieu Compensation

- 21.6.1 Any savings from the health plan selection as allowed by the health care administrator below the District's contribution to the benefit plan will be remitted to the employee in a prorated monthly health stipend.

- 22.6.2 Unit members who work less than fulltime and are eligible for health insurance benefits pursuant to Article XXII, Section 22.2, may elect

compensation in lieu of medical benefits once per year during the Open Enrollment period.

- 21.6.2 Unit members previously electing ‘in-lieu of benefits’ may surrender ‘in-lieu of benefits’ and claim the standard medical benefits package during the Open Enrollment period each year or following the loss of their existing medical coverage through a spouse or domestic partner.
- 21.6.3 Unit members selecting compensation in lieu of medical benefits will provide The District with documentation or an affidavit showing they are fully insured for medical benefits through a spouse’s or domestic partner’s employment.
- 21.6.4 Unit members electing compensation in lieu of medical benefits will receive The District’s contribution per year paid in a prorated stipend.
- 21.6.5 Unit members electing compensation in lieu of medical benefits may enroll in the Dental Insurance Program. The Dental Insurance premium will be deducted from the compensation in lieu of benefits.
- 21.6.6 Unit members electing compensation in lieu of benefits may enroll in the District Vision Plan. The Vision Plan’s premium will be deducted from the compensation in lieu of benefits.
- 21.6.7 Spouse or domestic partners who are also full time District employees are not eligible for in lieu of benefits.
- 21.6.8 This in lieu of provision shall be effective to the extent it comports with obligations and provisions of the CVT Health Benefit Program.
- 21.6.9 This in lieu of benefits option will cease if the District selects a new medical benefits carrier requiring universal participation, or if the state or federal law requires universal participation of all fulltime employees.

21.7 Retired Employees

- 21.7.1 For a full-time employee who retires, the District agrees to provide health, vision and dental benefits until the retired employee reaches the age of sixty-five (65).
- 22.7.2 Medical benefits provided shall be the same as those which are provided to an active certificated employee in the month that the benefit is received, subject to the following conditions.
 - 21.7.1.1 The unit member must have served at least 15 (fifteen) years in the Hamilton Unified School District as an employee;

- 21.7.1.2 The unit member must have reached a minimum age of fifty-five (55) before retirement;
- 21.7.3 A retiree's dependents will be added at District cost, up to the District cap, to retiree's coverage so long as retiree is eligible.
- 21.7.4 Coverage will cease at death of the employee before age sixty-five (65) except that dependent coverage will continue until the end of the month in which the retiree would have reached the age of sixty-five (65).
- 21.7.5 An employee who has been granted retirement benefits pursuant to this subsection and who subsequently obtains employment outside the District with an employer who provides fully paid health insurance, shall be required to terminate the health insurance provided by the District.
- 21.7.6 Said employee shall relinquish any and all rights to the benefits provided under this sub-section, irrespective of whether said employee continues to retain employment with an employer providing insurance benefits. Thus, a retired employee shall in no event, nor under any circumstances, ever be entitled to reclaim any of the benefits provided for under this Agreement.
- 21.7.7 In Lieu Compensation for Retired Employees
 - 21.7.7.1 Retired employees who are eligible for health insurance benefits pursuant to Article XXII Section 22.7.2 may elect compensation in lieu of medical benefits at a rate of \$9,500 as allowed by law or STRS. This provision will be retroactive upon approval. Retroactive means that the cash in lieu begins July 1, 2015 for currently retired employees.
 - 21.7.7.2 Retired employees who elect in lieu compensation may enroll in the District Vision or Dental Plans. Any premium costs will be deducted from the employee's prorated stipend.
 - 21.7.7.3 Once selected, retirees may not return to district paid medical benefits.
- 21.8 COBRA
 - 21.8.3 Cobra will be applied pursuant to Federal law (COBRA).
- 21.9 Payroll Deduction
 - 21.9.3 Current Employees
 - 21.9.3.1 Should the required annual premiums for the employee selected benefit plan as defined in Appendix B exceeded the District's

required annual contribution set forth in Appendix B, the shortfall shall be converted to eleven equal payments. The eleven equal payments will be deducted from the employee's pay over eleven months.

21.9.4 Retired Employees

21.9.4.1 Should the required annual premiums for the retired employee benefit plan selected (Appendix B) exceed the District's required annual contribution set forth in Appendix B, the shortfall shall be converted to a monthly sum. The retired employee shall remit payment monthly to the District. Failure to do so shall result in cancellation of insurance coverage for non-payment of premiums.

22.10 Golden Handshake

22.10.1 If authorized by statute, the District may make the statutory Golden Handshake available to eligible credentialed bargaining unit members who apply. Any such application must, of necessity, meet the statutory requirements. An employee who wishes to receive the Golden Handshake shall make application no later than December 31 of the affected school year for retirement at the end of the school year. The employee may "condition" his/her retirement on receipt of the Golden Handshake.

ARTICLE XXIII: PEER ASSISTANCE AND REVIEW

23.1 General

23.1.1 The Hamilton Teachers Association and the Hamilton Unified School District strive to provide the highest possible quality of education. In order for students to succeed in learning, all teachers should succeed in teaching. The Association and the District believe that all teachers should focus on continuous improvement in professional practice and that teachers having difficulties can benefit from the assistance and review of colleagues.

23.1.2 This Program shall not deal with teachers' employment issues which arise from accusations of neglect of duty or misconduct which are distinct from teachers' evaluations in relationship to the California Standards for the Teaching Profession and Article XVII: Certificated Employee Evaluations, of this Contractual Agreement.

23.2 Purpose

23.2.1 The parties have cooperated in the design and implementation of this Peer Assistance and Review Program ("Program" or "PAR") to improve the quality of instruction through opportunities for professional development and peer assistance. Teachers referred to, or who volunteer in, this Program are viewed as valuable professionals.

23.2.2 The Program allows exemplary teachers to assist certain permanent and beginning teachers in the areas of subject matter knowledge, teaching strategies and teaching methods.

23.2.3 The extent of the Program's assistance and review depends on whether the participating teacher is:

23.2.3.1 a participating teacher with an unsatisfactory evaluation in one (1) or more of the domains of the California Standards for the Teaching Profession ("CSTP"); or

23.2.3.2 a beginning teacher; or

23.2.3.3 a voluntary participating teacher.

23.2.4 The Program's assistance shall be provided through Consulting Teachers, but shall not involve the participation in, nor the conducting of, the annual evaluation of unit members as set forth in Article XVII: Certificated Employee Evaluations, of this Agreement and Education Code section 44660 et seq.

- 23.2.5 Program resources shall be utilized in the following order:
 - 23.2.5.1 Participating Teachers with an unsatisfactory evaluation in one (1) or more of the domains of the CSTP;
 - 23.2.5.2 Beginning Teachers; and then
 - 23.2.5.3 Voluntary Participating Teachers.

23.3 Definitions

- 23.3.1 “Classroom Teacher” or “Teacher.” Any unit member who is covered by Article II: Recognition, of this Agreement.
- 23.3.2 “Participating Teacher.” A classroom teacher who either volunteers for, or is required by this Article to participate in, the Program. Such teacher shall be an individual who meets one (1) of the following qualifications:
 - 23.3.2.1 “Participating Teacher with an Unsatisfactory Evaluation.” A unit member with permanent status whose most recent performance evaluation contained one (1) or more “Unsatisfactory” ratings in the domains of the CSTP, as specifically designated by Article XVII: Certificated Employee Evaluations, of this Agreement.
 - 23.3.2.2 “Beginning Teacher.” For purposes of this Article, a unit member who is either (1) probationary; (2) employed pursuant to a full-year temporary contract; or (3) any District teaching intern participating in a program established according to Education Code Sections 44305 et seq. and 44325 et seq. Support to a Beginning Teacher pursuant to this Program is to be closely coordinated with other District programs for training and assistance to beginning teachers.
 - 23.3.2.3 “Voluntary Participating Teacher.” A unit member with permanent status who wishes to engage in a professional growth activity pursuant to a Professional Growth Plan utilizing the assistance of a Consulting Teacher.
- 23.3.3 “Consulting Teacher.” An exemplary teacher who meets the requirements of Section 5 of this Article and who shall provide program assistance to the Participating Teacher. The Consulting Teacher shall possess at least the following minimum qualifications:
 - 23.3.3.1 He/she shall be a credentialed classroom teacher with permanent status;
 - 23.3.3.2 He/she shall have possessed at least five (5) years of recent experience in classroom instruction;

23.3.3.3 He/she shall have demonstrated exemplary teaching ability, as indicated by, among other things, effective communication skills, subject-matter knowledge, knowledge of and commitment to District curricular goals and standards and the California Standards for the Teaching Profession, and mastery of a range of teaching strategies necessary to meet the needs of the pupils in different contexts;

23.3.3.4 He/she shall have demonstrated a continuing ability to work cooperatively and effectively with other teachers and administrators, shall have demonstrated effective leadership skills and abilities, and shall have substantial experience working on school or District committees; and

23.3.3.5 He/she shall have the ability to communicate effectively, both orally and in writing.

23.3.4 “Principal” or “Evaluating Principal.” The certificated administrator appointed by the District to evaluate a certificated teacher pursuant to Education Code section 44600 et seq. and Article XVII: Certificated Employee Evaluations, of this Agreement.

23.3.5 “Joint Teacher/Administrator Peer Review Panel.” That body which governs and oversees the PAR Program, as described more fully in Section 4 of this Article, and whose responsibilities include, but are not limited to, administration of the Program, selection and oversight of Consulting Teachers, and recommendations to the Governing Board regarding Participants for inclusion in the program.

23.4 Joint Teacher/Administrator Peer Review Panel

23.4.1 General Provisions

23.4.1.1 The Joint Teacher/Administrator Peer Review Panel (“Panel” or “Joint Panel”) shall consist of three (3) members.

- a. Two (2) members shall be certificated classroom teachers who are chosen to serve by the Association.
- b. The third member shall be a District administrator chosen by the District to serve on the Joint Panel.
- c. The District and the Association shall individually determine the method for selection, and the qualification to serve, of its selected Panel member(s), as well as the method for filling of Panel vacancies.

- 23.4.1.2 To promote continuity, appointees shall serve staggered three (3) year terms.
- 23.4.1.3 The Joint Panel shall establish its own meeting schedule. To meet, at least two-thirds of the members must be present, one (1) of whom must be a District administrator. Such meetings shall take place during the regular teacher workday, with a grant of release time to panel members and, if necessary, Consulting Teachers and Participating Teachers, or during non-school time.
- 23.4.1.4 The Joint Panel shall establish procedures and regulations necessary to carry out the requirements of this Article, including but not limited to a procedure for the selection of a Panel Chairperson.
- 23.4.1.5 In addition to his/her regular salary, a Joint Panel member shall receive an annual stipend of One Thousand Dollars (\$1,000).

23.4.2 Duties and Responsibilities With Regard to Consulting Teachers

The primary responsibility of the Joint Panel shall be the selection and oversight of the Consulting Teachers. In addition, the Joint Panel shall be responsible for the following.

- 23.4.2.1 Establishment and administration of a procedure for application as a Consulting Teacher in accordance with Section 5 of this Article.
- 23.4.2.2 Assigning the Consulting Teacher, and thereafter annually evaluating the effectiveness of that teacher in his/her role as a Consulting Teacher.
 - a. If so determined, the Joint Panel may remove a Consulting Teacher from the Program.
 - b. Reasons for removal include, but are not limited to, the specific needs of the Program or the inadequate performance of Consulting Teacher.
- 23.4.2.3 The Joint Panel shall coordinate with the District to provide annual training for the Joint Panel members, Consulting Teachers and, where appropriate, Participating Teachers.

23.4.3 Duties with Regard to a Participating Teacher with an Unsatisfactory Evaluation

- 23.4.3.1 The Joint Panel shall send written notification of required participation in the Program to the Participating Teacher with an

Unsatisfactory Evaluation, the Consulting Teacher and the site Principal.

23.4.3.2 Thereafter, the Joint Panel shall review the final report prepared by the Consulting Teacher regarding the progress in the PAR Program of the Participating Teacher with an Unsatisfactory Evaluation.

23.4.4 Annual Evaluation

23.4.4.1 By March 1 of each year, the Panel shall submit a written and oral report to the Governing Board and the Association.

- a. The report shall include an assessment of the Program's impact and success, including recommendations for improvement of the PAR Program.
- b. The annual assessment may include interviews of Program Participants, Principals, and others as deemed appropriate.
- c. The report shall include recommendations regarding Participating Teachers with Unsatisfactory Evaluations.

23.5 Consulting Teachers

23.5.1 General Provisions

23.5.1.1 Each application to serve as a Consulting Teacher must be supported by two (2) references from individuals with specific knowledge of his/her qualifications, as follows.

- a. A District administrator or immediate supervisor;
- b. An Association representative; and/or
- c. Another classroom teacher.

23.5.1.2 All applications and references shall be treated with confidentiality. Applications and references shall be submitted directly to the Joint Panel by the author of the Application for Consideration as Consulting Teacher.

23.5.1.3 Consulting Teachers shall be selected by a majority vote of the Joint Panel following classroom observations by the Joint Panel. A Consulting Teacher cannot be a member of the Joint Panel.

23.5.1.4 The term of the Consulting Teacher shall be one (1) year with annual renewal for up to three (3) years. A teacher may not serve in the position for more than three (3) full terms, each one (1) year in duration, or a maximum of three (3) years, provided other acceptable candidates are available.

- 23.5.1.5 A Consulting Teacher serves on a part-time basis.
- a. He/she shall have a regular full-time teaching assignment but shall be provided with release time for each assigned Participating Teacher.
 - b. In addition to his/her regular salary, a part-time Consulting Teacher shall receive an annual stipend of Four Thousand Dollars (\$4,000), or whatever the current Mentor receives.

23.5.1.6 Duties and Responsibilities with Regard to Program Participants

- a. Consulting Teachers shall assist Participating Teachers by demonstrating, observing, coaching, conferencing, referring, or by other activities which, in his/her professional judgment, will assist the Participating Teacher in remedying the specific areas recommended for improvement by the evaluating Principal.
- b. The Consulting Teacher shall meet with the referred Participating Teacher with an Unsatisfactory Evaluation to discuss the PAR Program, to develop a plan designed to assist the Participating Teacher in complying with the Professional Improvement Plan.
- c. The plan must include performance goals for the Participating Teacher. In addition, the Consulting Teacher and Participating Teacher shall discuss and develop a process for evaluating that teacher's participation in the Program.
- d. The Consulting Teacher shall conduct multiple observations of the Participating Teacher with an Unsatisfactory Evaluation during classroom instruction, and shall have both pre-observation and post-observation conferences.
- e. The Consulting Teacher shall monitor the progress of the Participating Teacher with an Unsatisfactory Evaluation and shall provide periodic written reports to the teacher for discussion and review.
 - 1) A "draft" copy of the Consulting Teacher's report shall be submitted to, and discussed with, the Participating Teacher with an Unsatisfactory Evaluation who shall then have ten (10) days to submit written comments to the Consulting Teacher

before the report is finalized and presented to the Participating Teacher for signature. The participating Teacher's signing of the report does not necessarily mean agreement, but rather than he/she has received a copy of the report.

- 2) The Consulting Teacher shall promptly submit a final report to the Joint Panel. The Participating Teacher with an Unsatisfactory Evaluation shall have the right to submit a written response, within twenty (20) days of the receipt of the "draft" report, and have it attached to the final report.

23.6 Program Participation

23.6.1 By participating Teachers with an Unsatisfactory Evaluation

23.6.1.1 Any such teacher must participate in the Program.

23.6.1.2 Such teacher will be assigned a Consulting Teacher. A Participating Teacher shall have the right of reconsideration should he/she be dissatisfied with the Consulting Teacher assigned him/her. In such case, the Participating Teacher shall inform the Peer Review Panel, in writing, of the bases for his concerns. Upon such notification and determination of validity, the Panel shall assign another staff member to assume Consulting Teacher duties to that teacher. The granting of requests for reconsideration shall not be unreasonably denied by the District.

23.6.1.3 The Consulting Teacher's assistance and review shall focus on the specific areas recommended for improvement by the Participating Teacher's evaluator in the Professional Improvement Plan (PIP).

- a. These recommendations shall be written, aligned with the student learning, clearly stated, and consistent with Education Code section 44662. These recommendations shall be considered the performance goals required by Education Code sections 44664(a) and 44500(b) (2).
- b. The Principal and the Consulting Teacher assigned to the Participating Teacher shall meet with the Participating Teacher to discuss the recommended areas of improvement outlined by the Principal and the types of assistance that should be provided by the Consulting Teacher.
- c. The Consulting Teacher and the evaluating Principal are expected to develop a cooperative relationship and shall

coordinate and align the assistance that should be provided to Participating Teachers by the Consulting Teacher.

- d. The Consulting Teacher and the Participating Teacher shall meet to discuss the plan for assistance. After that meeting, the Consulting Teacher will provide the assistance set forth in Section 5 above which shall also involve conducting multiple classroom observations of the Participating Teacher.

23.6.1.4 Before March 1 of each year, the Consulting Teacher shall complete a written assessment of the teacher's performance and participation in the Program consisting solely of:

- a. A description of the assistance provided to the Participating Teacher; and
- b. A description of the results of the assistance in the targeted areas.

This report shall be submitted to the Joint Panel, with a copy also submitted to the Participating Teacher and the Principal.

23.6.1.5 The results of the teacher's participation in the Program shall be available for use as part of the Participating Teacher's annual evaluation.

- a. The evaluating Principal shall have the discretion as to whether, and how, to use the results set forth in the report in the annual evaluation.
- b. The Consulting Teacher's report on participation in that Program shall be made available to the District for placement in the Participating Teacher's personnel file if the report is referenced by the Principal in the evaluation.

23.6.1.6 After receiving the report, the Joint Panel shall determine whether the Participating Teacher will benefit from continued participation in the Program.

23.6.1.7 The District shall have the sole authority to determine whether the Participating Teacher has been able to demonstrate satisfactory improvement.

23.7 By Beginning Teachers

23.7.1 A Consulting Teacher will be assigned to one (1) or more Beginning Teachers to provide assistance. During the first year of assistance to a Beginning

Teacher, the Consulting Teacher shall concentrate the assistance in the area of the CSTP. In the second year of assistance to a Beginning Teacher, assuming continued employment, the Consulting Teacher will focus the assistance in the areas listed by the evaluating Principal as needing improvement and/or assistance.

- 23.7.2 The Consulting Teacher and the evaluating Principal shall have a cooperative relationship, and shall coordinate the assistance provided to the Beginning Teachers.
- 23.7.3 Because Beginning Teacher participation in the Program is not legally mandated, a Consulting Teacher shall not report to the Joint Panel, Principal or Governing Board regarding the progress of the Beginning Teacher. Further, neither the Consulting Teacher nor the Joint Panel will make written reports regarding individual Beginning Teachers, nor forward to the Governing Board the names of individual Beginning Teachers who participate in the Program.
- 23.7.4 The Consulting Teacher shall provide an annual assessment of the Program's overall effectiveness for Beginning Teachers and specific areas for improvement in the Program to the Joint Panel.
- 23.7.5 The Joint Panel will annually report to the Governing Board and the Association on the overall effectiveness of the Program for Beginning Teachers.

23.8 By Voluntary Participating Teachers

- 23.8.1 Voluntary Participating Teachers are expected to be high performing individuals who either wish to grow and learn with the assistance of a peer, or who seek assistance due to a change in assignment or the institution of new curriculum. The Program for Voluntary Participating Teachers will focus on practical application of either certain teaching skills, the acquisition of a new subject matter, or expanded practice in the CSTP.
- 23.8.2 The Voluntary Participating Teacher must first submit to the evaluating Principal a written plan for professional growth requesting the assistance of a Consulting Teacher. If the plan is approved by the Principal and involves a Consulting Teacher, the plan will be submitted to the Joint Panel for the assignment of a Consulting Teacher. The Consulting Teacher shall meet with the Principal and the Voluntary Participating Teacher for planning and coordinating the plan.
- 23.8.3 The purpose of participation in the Program for the Voluntary Participating Teacher is for peer assistance only and the Consulting Teacher shall not participate in a performance review of the Voluntary Participating Teacher. The Voluntary Participating Teacher may terminate his/her participation in the Program at any time.

- 23.8.4 Because permanent teachers with satisfactory performance are not mandated by law to participate in the Program, both the Consulting Teacher and the Joint Panel will be on an “only as required” basis as determined by the individual plan.
- 23.8.5 All communications between the Consulting Teacher and a Voluntary Participating Teacher shall be confidential. Without the written consent of the Voluntary Participating Teacher, such communication shall not be shared with others including, but not limited to, the site Principal, the evaluator or the Joint Panel.

23.9 Other Provisions

- 23.9.1 Functions performed by unit members as Consulting Teachers or members of the Joint Panel pursuant to this Article shall not constitute either management or supervisory functions as defined by Government Code section 3540.1(g) and (m). Such unit members shall continue to enjoy all rights afforded to other certificated bargaining unit members of the District.
- 23.9.2 Unit members who perform functions as Consulting Teachers or Joint Panel members under this Article shall have the same protection from liability and access to appropriate defense as other public school employees pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the California Government Code.
- 23.9.3 All documents and information relating to a specific employee’s participation in this Program is regarded as a personnel matter. Such records are, therefore, exempt from disclosure under the California Public Records Act (Government Code section 6250, et seq.) as a personnel record.
- 23.9.3.1 The annual evaluation of the Program’s impact, excluding any information on identifiable individuals, shall be subject to disclosure under the Public Records Act.
- 23.9.3.2 The selection process for Consulting Teachers, to the extent it contains records related to identifiable individuals, will be treated as confidential and will not be disclosed except as required by law.
- 23.9.3.3 This Article shall not be grievable. Any claim(s) that this Article has not been properly implemented shall be presented in writing to the Joint Panel with copies to the District and the Association. Any such claim shall be addressed in the Joint Panel’s annual report to the Governing Board.
- 23.9.3.4 Expenditures for this Program shall not exceed the revenue received under AB-1X and, where applicable, BTSA.

23.9.3.5 Nothing in this Article shall in any way modify or affect the rights of the District under provisions of the Education Code relating to the employment, classification, retention, nonreelection or release of certificated employees.

23.9.3.6 The parties acknowledge that the State of California has laws and/or regulations that allow the District to participate in the Peer Assistance and Review Program. However, the Parties also acknowledge that there is no guarantee that the aforementioned laws and/or regulations will remain in effect. Consequently, the Parties further agree that, if the aforementioned laws and/or regulations change in any way, the provisions of this Article will immediately expire.

ARTICLE XXIV: MEDICAL ADMINISTRATIVE ADMINISTRATION ACTIVITIES (M.A.A.)

23.1 Article XXIV will be suspended.

23.2 Newly agreed upon language for Medical Administration Activities (MAA) will be contained in Appendix G and will sunset upon the District choosing not to continue in the MAA program time survey.

ARTICLE XXV: SHARED CONTRACTS

- 24.1 Shared contract unit members working less than sixty percent (60%) shall accrue service credit for annual salary advancement in direct relation to their percentage of employment. No unit member shall remain more than two (2) years on a single, existing, salary schedule step. Any unit member working seventy-five percent (75%) or more of the full-time workdays of any given school year shall receive a full year's service credit for each year worked.
- 24.2 Both members of a team are responsible for information from in-services and staff or grade level meetings. One (1) member of the team will be required to attend these meetings at no increased cost to the District and will be responsible for sharing all information with the team partner. Both are also responsible for taking an active part in District and school in-services, parent conferences, yard duty, and other duties as required. When additional time of service is required, then the employee will be paid for the additional time at his/her regular rate of pay; otherwise, the employee will have the option of leaving when his/her usual time has been fulfilled. A calendar will be developed by the school site administrator specifying required work days and required extra-class responsibilities for each team.”
- 24.3 When an employee in the shared contract program uses a substitute, he/she must indicate which leave provision is being used, such as sick leave, personal necessity, or other leave. The person sharing the contract with the individual will, if he/she desires to do so, substitute for the partner and be paid as a substitute teacher; otherwise, a regular substitute will be employed.”

ARTICLE XXVI: MISCELLANEOUS PROVISIONS

- 25.1 This Agreement shall supersede any rules, regulations, or practices of the District existing on the date of ratification which are inconsistent with terms of Agreement.
- 25.2 Within thirty (30) days of ratification of the Agreement by both parties herein, the Board shall post the contract on-line on the District website and provide one hard copy at the Hamilton Elementary and Hamilton High School offices.

ARTICLE XXVII: DURATION

The parties agree to a new contract duration of July 1, 2021 through June 30, 2024. The parties agree that the only reopener during the life of the agreement is Article XII WORK HOURS/WORK YEAR upon written notice by either party.

- 26.1 This Agreement shall remain in full force and effect from the date of ratification by both parties through and including June 30, 2024.
- 26.2 On or before October 1 of each year for the following year's negotiations, either the District or the Association may give written notice to the other party of its desire to negotiate:
 - 26.2.1 The Salary Schedule (Appendix A), Benefits Package (Appendix B); and Extra Duty Pay (Appendix C).
 - 26.2.2 Two other Articles of each party's choice.
 - 26.2.3 Any Article mutually agreed upon.
- 26.3 In the event that neither party gives appropriate written notice under this article, this Agreement shall be extended for at least one (1) more year each time notice is not given.

SIGNATURE PAGE

Agreement between the Hamilton Unified School District

and

Hamilton Teachers Association/HTA/CTA

July 1, 2021- June 30, 2024

Ratified by HTA: _____

Approved by the HUSD Governing Board: _____

Signed this _____ day of _____, 2022.

Maria Reyes, President
Hamilton Teachers Association (HTA)

Dr. Jeremy Powell, Superintendent
Hamilton Unified School District

Lead Negotiator
Hamilton Teachers Association (HTA)

Wendell Lower, Board President
Hamilton Unified School District

APPENDIX A: CERTIFICATED SALARY SCHEDULE

HAMILTON UNIFIED SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE
TEACHERS
DISTRICT COUNSELORS/DEAN OF STUDENTS
2021-2022
WITH 4% RETRO
CAP \$11,370

STEP	COLUMN I Less than clear BA+	COLUMN II BA + 30	COLUMN III BA + 45	COLUMN IV MA + 12 BA + 60	COLUMN V* MA + PPS
1	44,548	50,254	52,852	55,406	69,658
2	45,878	51,762	54,352	57,070	71,322
3	47,281	53,320	55,983	58,783	73,033
4	52,795	54,917	57,661	60,544	74,795
5		56,567	59,391	62,359	76,610
6		58,262	61,171	64,236	78,485
7		60,011	63,008	66,160	80,411
8		61,810	64,898	68,143	82,393
9			66,847	70,188	84,438
10			68,849	72,294	86,544
11			70,916	74,460	88,711
12			73,045	76,700	90,950
13				78,997	93,247
14				81,370	95,619
15				83,807	98,056
16 - 19				86,330	100,563
20 - 23				89,488	103,738
24 - 27				91,577	105,829
28 over				94,328	108,578

184 days for Teachers (Columns I - IV)

*184 days for District Counselors/Dean of Students (Column V)

Effective July 1, 2021

COLA of 4.0% board approved 3/23/22 - was retroed to all staff on 21-22 salary schedule

CAP \$11,370

Master's stipend \$800

HUSD HTA 2021-2024 Draft Agreement based on v 6 TW 12/16/2021

Update 22.3.10 JP/ Update 22.7.22

pg. 77

HAMILTON UNIFIED SCHOOL DISTRICT
 CERTIFICATED SALARY SCHEDULE
 TEACHERS
 DISTRICT COUNSELORS/DEAN OF STUDENTS
 2022-2023
 Effective July 1, 2022
 CAP \$12,370

STEP	COLUMN I Less than clear BA+	COLUMN II BA + 30	COLUMN III BA + 45	COLUMN IV MA + 12 BA + 60	COLUMN V* MA + PPS
1	46,775	52,767	55,495	58,176	73,141
2	48,172	54,360	57,070	59,924	74,888
3	49,624	55,986	58,782	61,722	76,685
4	55,435	57,663	60,544	63,571	78,535
5	57,097	59,395	62,361	65,477	80,441
6	58,811	61,175	64,230	67,448	82,409
7	60,576	63,012	66,158	69,468	84,432
8	62,392	64,901	68,143	71,550	86,513
9		66,848	70,189	73,697	88,660
10		68,853	72,291	75,909	90,871
11		70,919	74,462	78,183	93,147
12		73,046	76,697	80,535	95,498
13			78,999	82,947	97,909
14			81,369	85,439	100,400
15			83,809	87,997	102,959
16 - 19				90,647	105,612
20 - 23				93,962	108,925
24 - 27				96,156	111,120
28 - 31				99,044	114,007
32 - 35				102,015	
36				103,035	

184 days for Teachers (Columns I - IV)

*194 days for District Counselors/Dean of Students (Column V)

COLA of 5.0% effective 7/1/22 / CAP \$12,370 effective 10/1/2022 / Master's stipend \$1,200 effective 7/1/22

Effective July 1, 2022 Column I: increase from 4 to 8 years

Column II: increase from 8 to 12 years

Column III: increase from 12 to 15 years

Column IV: Step 28-31: No Change; Step 32-35: regular step increase at Step 32 with next increase at Step 36; Step 36: 1% increase

APPENDIX B: EMPLOYEE BENEFITS

EMPLOYEE BENEFITS

Effective July 1, 2022

1.0 District-paid Health Insurance Cap

- \$12,370 for fulltime employees (5/6-time and greater)
- \$6,185 for part-time employees (3/6- and 4/6-time)
- Zero (\$0) for 2/6-time or less

2.0 Medical plans

- Central Valley Trust Medical
- Composite Rate Structure
- Plan options as selected by the unit annually.

3.0 Dental plan

- Delta Dental Standard Plan
- Composite Rate Structure
- Incentive Plan with two (2) cleanings and \$2,000 calendar year with orthodontic benefits

4.0 Vision plan

- VSP
- Composite Rate Structure
- Plan B with \$10 deductible

5.0 Life Insurance

- \$25,000 term life insurance plan
- Dependents may be added at employee expense

APPENDIX C: EXTRA DUTY SALARY SCHEDULE

Extra Duty Schedules				
Rate based off of Certificated Salary Schedule, Column II, Step 1 (% increases on Sports/Athletics only).			\$52,767.00	2022-23
SPORTS/ATHLETICS				
Sport	Current Stipend	HUSD Percent	Rate (Certificated Salary Schedule (Column II, Step 1))	Difference
Basketball				
Head Varsity - Boys	\$ 2,700.00	7.00%	\$3,694	\$993.69
Head JV - Boys	\$ 2,043.00	5.00%	\$2,638	\$595.35
Head Varsity - Girls	\$ 2,700.00	7.00%	\$3,694	\$993.69
Head JV - Girls	\$ 2,043.00	5.00%	\$2,638	\$595.35
Baseball/Softball				
Head Varsity-Baseball	\$ 2,700.00	7.00%	\$3,694	\$993.69
Head JV - Baseball	\$ 2,043.00	5.00%	\$2,638	\$595.35
Head Varsity - Softball	\$ 2,700.00	7.00%	\$3,694	\$993.69
Head JV - Softball	\$ 2,043.00	5.00%	\$2,638	\$595.35
Cheerleading				
Cheerleader Advisor	\$ 2,700.00	7.00%	\$3,694	\$993.69
Cross Country				
Head Varsity	\$ 2,700.00	7.00%	\$3,694	\$993.69
Football				
Head Varsity	\$ 2,700.00	8.00%	\$4,221	\$1,521.36
Varsity Assistant	\$ 1,816.00	5.00%	\$2,638	\$822.35
Head JV	\$ 2,043.00	5.00%	\$2,638	\$595.35
JV Assistant	\$ 1,816.00	4.00%	\$2,111	\$294.68
Junior High Sports				
Football - 7th/8th Grade	\$1,843	4.00%	\$2,111	\$267.68
Volleyball - 7th/8th Grade	\$1,843	4.00%	\$2,111	\$267.68
Basketball - Boys 7th/8th	\$1,843	4.00%	\$2,111	\$267.68
Basketball - Girls 7th/8th	\$1,843	4.00%	\$2,111	\$267.68
Soccer				
Head Varsity-Boys	\$ 2,700.00	7.00%	\$3,694	\$993.69
Head Varsity-Girls	\$ 2,700.00	7.00%	\$3,694	\$993.69
Track				
Head Varsity	\$ 2,700.00	7.00%	\$3,694	\$993.69
Track-Assistant Coach	\$ 1,816.00	4.00%	\$2,111	\$294.68
Volleyball				
Head Varsity	\$ 2,700.00	7.00%	\$3,694	\$993.69
Head JV	\$ 2,043.00	5.00%	\$2,638	\$595.35
Wrestling				
Head Varsity	\$ 2,700.00	7.00%	\$3,694	\$993.69

STUDENT ACTIVITIES			
Activity	Current/New Stipend	Previous Amount	Difference
Academic Decathlon	\$ 832.00	\$ 832.00	\$ -
Agriculture Instructor*	\$ 8,000.00	\$ 8,000.00	\$ -
BCLAD/LDS Certification	\$ 1,200.00	\$ 286.00	\$ 914.00
CSF	\$ 800.00	\$ 800.00	\$ -
CJSF** (from Super MAA)	\$ 400.00	\$ 400.00	\$ -
Drama Advisor	\$ 876.00	\$ 876.00	\$ -
Elementary Activities Director	\$ 500.00	\$ 500.00	\$ -
Farm Manager	\$ 4,536.00	\$ 4,536.00	\$ -
MEChA	\$ 715.00	\$ 715.00	\$ -
Yearbook Advisor HHS	\$ 1,514.00	\$ 1,514.00	\$ -
Yearbook Advisor HES	\$ 400.00	\$ 400.00	\$ -
INACTIVE STIPENDS (SPORTS/ATHLETICS & STUDENT ACTIVITIES)			
Stipend	Inactive Amount		
After School Tutoring/ Extended/ GATE	\$ 45/hr		
Assistant Coach	\$ 546.00		
Athletic Trainer	\$ 2,500.00		
Choir Director	\$ 4,722.00		
Counselor-Academic	\$ 3,677.00		
Counselor-Substance Abuse	\$ 2,917.00		
Counselor-CAHSEE	\$ 2,184.00		
Counselor-10th Grade	\$ 4,819.00		
District GATE Coordinator	\$ 1,500.00		
MESA Advisor Elementary School	\$ 400.00		
MESA Advisor High School	\$ 400.00		
Music Director	\$ 286.00		
Extra Duty Schedule Notes:			
* Agriculture Instructor \$6,000 District Funding, \$2,000 MAA Funding			
** Only until District GATE Coordinator position is filled			
Note: Once District GATE Coordinator position is filled it will be District GATE Coordinator/CJSF			
District GATE Coordinator \$1,100 and \$400 CJSF = \$1,500			

APPENDIX D1: CERTIFICATED PROBATIONARY EVALUATION FORM

Hamilton Unified School District Probationary Certificated Employee Summary Evaluation

School Year: _____ Probationary Status: YR1 ___ YR2 ___
 Employee: _____ Position: _____ Site: _____

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
1.	ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING	4	3	2	1
1.1	Using knowledge of students to engage them in learning				
1.2	Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests				
1.3	Connecting subject matter to meaningful, real-life contexts				
1.4	Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs				
1.5	Promoting Critical Thinking Through inquiry, problem solving, and reflection				
1.6	Monitoring student learning and adjusting instruction while teaching				

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
2.	CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING	4	3	2	1
2.1	Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully				
2.2	Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students				
2.3	Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe				
2.4	Creating a rigorous learning environment with high expectations and appropriate support for all students				
2.5	Developing, communicating, and maintaining high standards for individual and group behavior				
2.6	Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn				
2.7	Using instructional time to optimize learning				

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
3.	UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING	4	3	2	1
3.1	Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks				
3.2	Applying knowledge of student development and proficiencies to ensure student understanding of subject matter				
3.3	Organizing curriculum to facilitate student understanding of the subject matter				
3.4	Utilizing instructional strategies that are appropriate to the subject matter				
3.5	Using and adapting resources, technologies, and standards aligned instructional materials, including adopted materials, to make subject matter accessible to all students				
3.6	Addressing the needs of English learners and students with special needs to provide equitable access to the content				

**4: Outstanding; 3: Satisfactory; 2: Needs Improvement; 1: Unsatisfactory
 HUSD Probationary Certificated Employee Summary Evaluation Rev 121521 Page 1

Hamilton Unified School District Probationary Certificated Employee Summary Evaluation

School Year: _____ Probationary Status: YR1 __ YR2 __
Employee: _____ Position: _____ Site: _____

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
4.	PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS	4	3	2	1
4.1	Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction				
4.2	Establishing and articulating goals for student learning				
4.3	Developing and sequencing long-term and short-term instructional plans to support student learning				
4.4	Planning instruction that incorporates appropriate strategies to meet the learning needs of all students				
4.5	Adapting instructional plans and curricular materials to meet the assessed learning needs of all students				

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
5.	ASSESSING STUDENTS FOR LEARNING	4	3	2	1
5.1	Applying knowledge of the purposes, characteristics, and uses of different types of assessments				
5.2	Collecting and analyzing assessment data from a variety of sources to inform instruction				
5.3	Reviewing data, both individually and with colleagues, to monitor student learning				
5.4	Using assessment data to establish learning goals and to plan, differentiate, and modify instruction				
5.5	Involving all students in self-assessment, goal setting and monitoring progress				
5.6	Using available technologies to assist in assessment, analysis, and communication of student learning				

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
6.	DEVELOPING AS A PROFESSIONAL EDUCATOR	4	3	2	1
6.1	Reflecting on teaching practice in support of student learning				
6.2	Establishing professional goals and engaging in continuous and purposeful professional growth and development				
6.3	Collaborating with colleagues and the broader professional community to support teacher and student learning				
6.4	Working with families to support student learning				
6.5	Engaging local communities in support of the instructional program				
6.6	Managing professional responsibilities to maintain motivation and commitment to all students				
6.7	Demonstrating professional responsibility, integrity, and ethical conduct				

***4: Outstanding; 3: Satisfactory; 2: Needs Improvement; 1: Unsatisfactory
HUSD Probationary Certificated Employee Summary Evaluation Rev 12/13/21 Page 2

**Hamilton Unified School District
Probationary Certificated Employee Summary Evaluation**

School Year: _____ Probationary Status: YR1 __ YR2 __
 Employee: _____ Position: _____ Site: _____

Areas of Strength/Accomplishments/Commendations:

Areas Needing Improvement/Recommendations:

OVERALL RATING:
Recommended for Continued Employment <input type="radio"/> Not Recommended <input type="radio"/>

Evaluator's Signature _____ Date _____ Employee's Signature _____ Date _____

Employee's signature, above, acknowledges receipt of this document on the date indicated and not necessarily agreement with the contents herein. Employee may submit and have permanently attached a response to this document.

** 4: Outstanding; 3: Satisfactory; 2: Needs Improvement; 1: Unsatisfactory
 HUSD Probationary Certificated Employee Summary Evaluation Rev 12.1.22 Page 3

APPENDIX D2: CERTIFICATED PERMANENT EVALUATION FORM

Hamilton Unified School District Permanent Certificated Employee Summary Evaluation

School Year: _____ Probationary Status: YR1 __ YR2 __
 Employee: _____ Position: _____ Site: _____

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
1.	ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING	4	3	2	1
1.1	Using knowledge of students to engage them in learning				
1.2	Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests				
1.3	Connecting subject matter to meaningful, real-life contexts				
1.4	Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs				
1.5	Promoting Critical Thinking Through inquiry, problem solving, and reflection				
1.6	Monitoring student learning and adjusting instruction while teaching				

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
2.	CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING	4	3	2	1
2.1	Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully				
2.2	Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students				
2.3	Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe				
2.4	Creating a rigorous learning environment with high expectations and appropriate support for all students				
2.5	Developing, communicating, and maintaining high standards for individual and group behavior				
2.6	Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn				
2.7	Using instructional time to optimize learning				

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
3.	UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING	4	3	2	1
3.1	Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks				
3.2	Applying knowledge of student development and proficiencies to ensure student understanding of subject matter				
3.3	Organizing curriculum to facilitate student understanding of the subject matter				
3.4	Utilizing instructional strategies that are appropriate to the subject matter				
3.5	Using and adapting resources, technologies, and standards aligned instructional materials, including adopted materials, to make subject matter accessible to all students				
3.6	Addressing the needs of English learners and students with special needs to provide equitable access to the content				

**4: Outstanding; 3: Satisfactory; 2: Needs Improvement; 1: Unsatisfactory
 HUSD Probationary Certificated Employee Summary Evaluation Rev 121521 Page 1

Hamilton Unified School District Permanent Certificated Employee Summary Evaluation

School Year: _____ Probationary Status: YR1 __ YR2 __
Employee: _____ Position: _____ Site: _____

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
4.	PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS	4	3	2	1
4.1	Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction				
4.2	Establishing and articulating goals for student learning				
4.3	Developing and sequencing long-term and short-term instructional plans to support student learning				
4.4	Planning instruction that incorporates appropriate strategies to meet the learning needs of all students				
4.5	Adapting instructional plans and curricular materials to meet the assessed learning needs of all students				

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
5.	ASSESSING STUDENTS FOR LEARNING	4	3	2	1
5.1	Applying knowledge of the purposes, characteristics, and uses of different types of assessments				
5.2	Collecting and analyzing assessment data from a variety of sources to inform instruction				
5.3	Reviewing data, both individually and with colleagues, to monitor student learning				
5.4	Using assessment data to establish learning goals and to plan, differentiate, and modify instruction				
5.5	Involving all students in self-assessment, goal setting and monitoring progress				
5.6	Using available technologies to assist in assessment, analysis, and communication of student learning				

California Standards/Areas of Expectation		**Performance Level Achieved & Comments			
6.	DEVELOPING AS A PROFESSIONAL EDUCATOR	4	3	2	1
6.1	Reflecting on teaching practice in support of student learning				
6.2	Establishing professional goals and engaging in continuous and purposeful professional growth and development				
6.3	Collaborating with colleagues and the broader professional community to support teacher and student learning				
6.4	Working with families to support student learning				
6.5	Engaging local communities in support of the instructional program				
6.6	Managing professional responsibilities to maintain motivation and commitment to all students				
6.7	Demonstrating professional responsibility, integrity, and ethical conduct				

***4: Outstanding; 3: Satisfactory; 2: Needs Improvement; 1: Unsatisfactory
HUSD Probationary Certificated Employee Summary Evaluation Rev 12/13/21 Page 2

**Hamilton Unified School District
Permanent Certificated Employee Summary Evaluation**

School Year: _____ Probationary Status: YR1 __ YR2 __
 Employee: _____ Position: _____ Site: _____

Areas of Strength/Accomplishments/Commendations:

Areas Needing Improvement/Recommendations:

OVERALL RATING:
Recommended for Continued Employment <input type="radio"/> Not Recommended <input type="radio"/>

Evaluator's Signature _____ Date _____ Employee's Signature _____ Date _____

Employee's signature, above, acknowledges receipt of this document on the date indicated and not necessarily agreement with the contents herein. Employee may submit and have permanently attached a response to this document.

** 4: Outstanding; 3: Satisfactory; 2: Needs Improvement; 1: Unsatisfactory
 HUSD Probationary Certificated Employee Summary Evaluation Rev 12.1.22 Page 3

HAMILTON UNIFIED SCHOOL DISTRICT

Agenda Item Number: 13d	Date: 9/28/2022
Agenda Item Description: Approve agreement between CJUESD and HUSD on how developer fees shall be collected and divided between the two districts.	
Background: Per education code 17620, the district collects developer fees for school facilities improvements. Developer fees are placed in Fund 25. Developer fees are not intended for general revenue purposes. The agreement between CJUESD and HUSD sets forth the manner in which developer fees shall be collected and divided between the two districts. The division of fees for residential and commercial development shall be 69% for CJUESD whose grade levels include K-8 and 31% for HUSD whose grade levels include 9-12. CJUESD rates are \$4.79 for residential development and \$0.78 for commercial development. HUSD rates are also \$4.79 for residential development and \$0.78 for commercial development. Rates are per square foot of new construction. This agreement is for implementation effective July 1, 2022 through June 30, 2023.	
Status: Pending Board approval.	
Fiscal Impact: No impact on General Fund. Amounts and percentages are used to calculate developer fees that HUSD retains in Fund 25 and the fees that are transferred to CJUESD.	
Educational Impact: n/a	
Recommendation: Recommend Board approve agreement between CJUESD and HUSD on how developer fees shall be collected and divided between the two districts.	

AGREEMENT

The following school districts are party to this agreement which sets forth the manner in which developer fees collected under the authority of Chapters 886 and 887, Statutes of 1986, (known as Stirling Legislation) shall be collected and divided between the elementary school district and the high school district:

Capay Joint Union Elementary School District (CJUESD)
Hamilton Unified School District (HUSD)

The division of fees shall for residential development be established at 69 percent of \$4.79 for the CJUESD whose grade levels include kindergarten through eighth grades and 31 percent of \$4.79 for the HUSD whose grade levels include ninth through twelfth grades.

For commercial development, the division of fees shall be at the same percentage level as for residential development and shall be established at \$.78 for CJUESD and \$.78 for HUSD respectively.

All developer fees shall be collected by the HUSD. On a monthly basis, the HUSD shall notify the Glenn County Office of Education of the amount of fees that are to be deposited to the CJUESD fund on whose behalf the HUSD has collected fees.

The CJUESD authorizes the HUSD to issue a certificate of compliance in the name of the CJUESD for all projects for which HUSD collects developer fees. In the event the HUSD does not collect such fees, no certificate of compliance shall be issued.

Commencing, July 1, 2022, or as soon thereafter as practical, and on or about April 1 of each year thereafter, if this agreement is extended beyond June 30, 2023, the superintendents of the districts listed above shall review this agreement and determine if any additions, deletions, or changes thereto are required. Areas to be reviewed will include, but are not limited to, student yield rates, square footage costs, square footage allocations by grade level, administrative costs of fee collection, and any changes in the legislation affecting developer fees collected under the authority of Chapters 886 and 887, Statutes of 1986.

This agreement is hereby approved and ratified by the Governing Boards of the following districts for implementation effective **July 1, 2022** and shall remain in force and in effect up to and including **June 30, 2023**.

Capay Joint Union Elementary School District:

Hamilton Unified School District:



Robert Talley, Board President



Hubert "Wendell" Lower, Board President

8/26/22
Date Approved

Date Approved

HAMILTON UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING MINUTES
Hamilton High School Library/Zoom/Facebook Live
620 Canal Street, Hamilton City, CA 95951
Wednesday, August 24, 2022

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

Hamilton Unified School District Board Meetings are open to the public. Please join the meeting by attending in person or via the livestream on Facebook Live on the District's Facebook Group page or through the below Zoom link or dial by phone as listed below:

Join Zoom Meeting

<https://us02web.zoom.us/j/84688330892?pwd=aGdCb1VRZFgyTURmeW5POUU5WHIVz09>

Meeting ID: 846 8833 0892

Passcode: board

Dial in by phone:

+1 669 900 6833 US

Meeting ID: 846 8833 0892

Passcode: 826421



1.0 OPENING BUSINESS:

- a. Call to order and roll call [at 5:39 p.m.](#)

✓ Hubert "Wendell" Lower, President	_____ Rod Boone, Clerk	✓ 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.

[Public comments were made by Chris DeVries](#)

4.0 ADJOURN TO CLOSED SESSION: To consider qualified matters [at 5:44 p.m.](#)

- Government Code Section 54957, Personnel Issue. To consider public employee, evaluation, reassignment, resignation, release, dismissal, or discipline of a classified and/or certificated employee.
- Public Employee Performance Evaluation. Government Code section 54957, subdivision (b)(1). Superintendent.
- Government Code Section 54957.6, Labor Negotiations. To confer with the District's Labor Negotiator, Superintendent Jeremy Powell regarding HTA and CSEA negotiations.
- 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: None

5.0 PUBLIC SESSION/FLAG SALUTE: [at 5:44 p.m. lead by Mr. Leal](#)

6.0 ADOPT THE AGENDA: (M)

Motion to adopt the agenda by Mr. Leal 2nd by Mr. Reyes.

Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

7.0 COMMUNICATIONS/REPORTS:

- a. Board Member Comments/Reports
 - i. Mr. Leal, Mr. Reyes & Mr. Lower gave reports
- b. ASB President and Student Council President Reports
 - i. Hamilton High School – Alyssa Fox
 - ii. Hamilton Elementary School – not present
- c. District Reports (written)
 - i. Technology Report by Frank James (p. 5)
 - ii. Nutrition Services Report by Sean Montgomery (p. 6)
 - iii. Operations Report by Alan Joksch (p. 7)
- d. Principal and Dean of Student Reports (written)
 - i. Ulises Tellechea, Hamilton Elementary School Principal (p. 8) – Reviewed by Mr. Tellechea
 - ii. Maria Reyes, District Dean of Students (handout)
 - iii. Cris Oseguera, Hamilton High School Principal (p. 10) – Reviewed by Mr. Oseguera
 - iv. Silvia Robles, Adult School (p. 12)
- e. Chief Business Official Report by Kristen Hamman (p. 13)
- f. Superintendent Report by Jeremy Powell (p.14) – Reviewed by Dr. Powell

8.0 PRESENTATIONS:

- a. None

9.0 CORRESPONDENCE:

- a. None

10.0 INFORMATION ITEMS: All below reviewed by Dr. Powell

- a. HUSD Enrollment History for 5 years (p. 15)
- b. Bond Status: Fund 21 Update (p. 17)
- c. Schools and Special District Notice of Election (p. 22)
- d. Adult School Class Schedule Fall 2022 (p. 23)

11.0 DISCUSSION ITEMS:

- a. Introduction of A-Line Consulting Services (Julie Kistle and Maria Campos)
 - i. Dr. Powell introduced Julie Kistle
 - ii. Julie Kistle introduced A-Line Consulting Services & responded to questions from the Board

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.
None

13.0 CLOSE REGULAR MEETING & OPEN PUBLIC HEARING: at 7:05 p.m.

- a. Resolution 22-23-101, Certification that each pupil in each school in the District has Sufficient Textbooks and instructional materials that are aligned to the State Content Standards and are consistent with the Content and Cycles of the Curriculum Framework Adopted by the SBE in ELA, Math, Social Studies and Science for the 2022-23 school year. (p. 27)
Dr. Powell reviewed the resolution

14.0 CLOSE PUBLIC HEARING & RE-OPEN REGULAR MEETING at 7:06 p.m.

15.0 ACTION ITEMS:

- a. Adopt Resolution 22-23-101, Certification that each pupil in each school in the District has Sufficient Textbooks and instructional materials that are aligned to the State Content Standards and are consistent with the Content and Cycles of the Curriculum Framework Adopted by the SBE in ELA, Math, Social Studies and Science for the 2022-23 school year. (p. 27)

Motion to adopt Resolution 22-23-101 by Mr. Reyes 2nd by Mr. Leal. Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

- b. Certify Provision of Standards-Aligned Instructional Materials for the 2022-23 School Year (p. 29)

Motion to certify Provision of Standards by Mr. Leal 2nd by Mr. Reyes. Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

- c. Approve Butte-Glenn Community Collge District, College and career Access Pathways Partnership Agreement Appendix 2022-23 (p. 31)

Motion to approve by Mr. Reyes 2nd by Mr. Leal. Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

- d. Approve A-Line Proposal for Construction Procurement Services for HES Bathroom Renovation and HES Trash Enclosure Project (p. 44)

- i. After a brief discussion and comments, a motion was made

Motion to approve by Mr. Reyes 2nd by Mr. Leal. Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

- e. Approve A-Line Proposal for HUSD Facilities Master Plan Development (p. 47)

Motion to approve by Mr. Leal 2nd by Mr. Reyes. Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

- f. Approve moving HUSD Regular Board meeting on October 26, 2022 from Hamilton High School Library to Hamilton Elementary School Multipurpose Room with a facility tour at the start of the meeting. (p. 51)

- i. After a brief review of thei history of this action by Mr. Lower, a motion was made

Motion to approve by Mr. Reyes 2nd by Mr. Leal. Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

- g. Approve Superintendent Contract 2022-24 (p. 52)

Motion to approve by Mr. Leal 2nd by Mr. Reyes. Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

- h. Approve MOU between HUSD and GCOE for LVN staff at Hamilton Elementary for the 2022-23 school year. (p. 59)

Motion to approve by Mr. Reyes 2nd by Mr. Leal.

Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

- i. Approve HUSD ASU Universal Learner Agreement (p. 61)

- i. After a brief discussion a motion was made

Motion to approve by Mr. Reyes 2nd by Mr. Leal.

Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

- j. CSBA Policies review for second readings and adoption (p. 68)

- i. Board Policy 0420.41: Charter School Oversight
 - ii. Exhibit(1) 0420.41: Charter School Oversight
 - iii. Exhibit(1) 1113: District and School Web Sites
 - iv. Administrative Regulation 1312.4: Williams Uniform Complaint Procedures
 - v. Exhibit(2) 1312.4: Williams Uniform Complaint Procedures
 - vi. Board Policy 3110: Transfer of Funds
 - vii. Administrative Regulation 3517: Facilities Inspection
 - viii. Exhibit(1) 3517: Facilities Inspection
 - ix. Board Policy 3523: Electronic Signatures
 - x. Administrative Regulation 3523: Electronic Signatures
 - x. Board Policy 3550: Food Service/Child Nutrition Program
 - xii. Administrative Regulation 3550: Food Service/Child Nutrition Program
 - xiii. Board Policy 3551: Food Service Operations/Cafeteria Fund
 - 1. Option 2
 - xiv. Administrative Regulation 3551: Food Service Operations/Cafeteria Fund
 - xv. Board Policy 3553: Free and Reduced Price Meals
 - xvi. Administrative Regulation 3553: Free and Reduced Price Meals
 - xvii. Administrative Regulation 4112.2: Certification
 - xviii. Administrative Regulation 4161.8: Family Care and Medical Leave
 - 1. Option 1
AND
 - 2. Option 1
 - xix. Administrative Regulation 4261.8: Family Care and Medical Leave
 - 1. Option 1
AND
 - 2. Option 1
 - xx. Administrative Regulation 4361.8: Family Care and Medical Leave
 - 1. Option 1
AND
 - 2. Option 1
 - xxi. Administrative Regulation 6173.1: Education for Foster Youth

Motion to adopt CSBA Policies i-xxi as listed by Mr. Reyes 2nd by Mr. Leal.

Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

16.0 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 LCAP/Budget Special Meeting & Public Hearing on June 24, 2022 (p. 74)
- b. Minutes from Regular Board Meeting on June 27, 2022 (p. 76)
- c. Hamilton High School 2022-23 Site Calendar (p. 82)
- d. Hamilton Elementary School 2022-23 Staff and Parent Site Calendars (p. 83)
- e. FFA College Tours Trips partially funded by CTEIG (tentative dates) (p. 85)
- f. FFA Washington Leadership Conference June 2023 (p. 86)
- g. FFA NAAE Conference for three Ag teachers November 29 – December 3, 2022 funded by CTEIG (p. 87)
- h. FFA Program of Activities 2022-23 School Year (p. 88)
 - i. Updated livestock budgets
 - ii. Creed Contest for freshment with opportunity to win a free FFA jacket
 - iii. Pages 41-42 include FFA event dates for the year (overnight trips are identified)
 - iv. Listed the process for electing FFA Officers (have been following for years but added to plan)
- i. FFA Tulalake Industry Tour on October 5, 2022 (p. 131)
- j. Adult School Class Schedule Fall 2022 (p. 23)
- k. Approve 2022-23 Teacher Consent Forms (p. 132)
- l. Warrants and Expenditures (p. 144)

Motion to approve the Consent Agenda by Mr. Leal 2nd by Mr. Reyes.

Motion Carried 3-0

Leal: AYE	Lower: AYE
Boone: ABSENT	Reyes: AYE
Odom: ABSENT	

17.0 ADJOURNMENT: 7:26 p.m.

m. Interdistrict Transfers (new only; elementary students reapply annually).

i. Out

1. Hamilton Elementary School
 - a. 6th x 1
2. Hamilton High School
 - a. None

ii. In

1. Hamilton Elementary School
 - a. K x 3
 - b. 2nd x 1
2. Hamilton High School
 - a. 9th x 8
 - b. 10th x 2
 - c. 12th x 1

n. Personnel Actions as Presented:

i. New hires:

Josefina Rosales Ramirez	Fine Arts/Applied Arts Cake Decorating Teacher	Adult Ed
Shanna Lee Wilkes	Art Teacher	HHS
Mike Watson	Technology-Temporary Summer Help	HUSD
Wendy Perez	Paraeducator/Library Media Technician	HES

ii. Resignations/Retirement:

Taren Allen	Art Teacher	HHS
Rowan Dietle	Office Assistant I	HHS

17.0 ADJOURNMENT:

X

Rod Boone
HUSD Board Clerk

X

Jeremy Powell
HUSD Superintendent

2022–23 Certification of Assurances

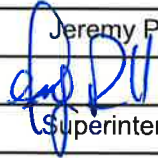
Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancestoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	Jeremy Powell
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	09/08/2022

*****Warning*****

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

2022–23 Protected Prayer Certification

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

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Jerimicha Powell
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	09/02/2022
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

*****Warning*****

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

2022–23 LCAP Federal Addendum Certification

CDE Program Contact:

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

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District	06/27/2022
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter	
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Jerimicha Powell
Authorized Representative's Title	Superintendent

*****Warning*****

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

2022–23 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

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

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	Yes
---	-----

Application for Categorical Programs

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

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

*****Warning*****

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

2022–23 Title III English Learner Student Program Subgrant Budget

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

CDE Program Contact:

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

Estimated Allocation Calculation

Estimated English learner per student allocation	\$125.10
Estimated English learner student count	300
Estimated English learner student program allocation	\$37,530

Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

Professional development activities	\$10,690
Program and other authorized activities	\$10,690
English Proficiency and Academic Achievement	\$7,500
Parent, family, and community engagement	\$7,500
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$575
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$575
Total budget	\$37,530

*****Warning*****

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

2022–23 Title III Immigrant Student Program Subgrant Budget

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

CDE Program Contact:

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

Estimated Allocation Calculation

Estimated immigrant per student allocation	\$150.85
Estimated immigrant student count	25
Estimated immigrant student program allocation	\$3,771

Note: Eligibility criteria

A local educational agency which has 5 or more eligible immigrant students and has experienced a significant increase of one half of 1 percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

Authorized activities	\$3,691
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$40
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$40
Total budget	\$3,771

*****Warning*****

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

2022–23 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2022–23 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	There are no known deficiencies.

*****Warning*****

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



2021–22 Educator Effectiveness Funds (EEF) Report

Submission Record

Submission ID: 592

Submission Date: Survey has not been submitted.

LEA: Hamilton Unified (CDS Code: 11765620000000)

EEF Overview and Contact Info

Total EEF Allocation

\$ 162,921.00

Program Administrator

Please note the Program Administrator's email address will be used to notify the local educational agency (LEA) that your report has been received by the California Department of Education (CDE) after you submit.

First Name	Jeremy
Last Name	Powell
Title	Superintendent
Office	Hamilton Unified School District
Telephone Number	530-826-3261
Extension (Optional)	6005
Email *	jpowell@hudschools.org

* Please Note: This Program Administrator's email address will be used to notify the LEA that your report has been received by the CDE after you submit.

Fiscal Agent (Optional)

Please provide the name of the person who will serve as the Fiscal Agent of the EEF if this person is different from the Program Administrator. This person will be included on communications regarding budget and accounting for the EEF.

First Name	Kristen
Last Name	Hamman
Title	CBO
Telephone Number	530-826-3261
Extension (Optional)	6012
Email	khamman@hudschools.org

EEF Plan Adopted by Local Board or Governing Body

Date of Plan Adoption (Month/Day/Year):
03/22/2023

Provide a link to a posted EEF plan or minutes approving plan (**Optional**):
No response

Total EEF Services Offered

Report the overall number of participants served with EEF this fiscal year:

0

Report the number of total participants served with EEF funding this fiscal year:

Staff Type Served	Staff Count
Teachers	0
Administrators	0
Paraprofessionals	0
Other Classified Staff	0
Total Number Served	0

Books and Material Purchases

Identify purchases made with EEF that supported professional learning offerings. Only identify purchases in this category:

Purchase Type	Expenditure Amount
<p>Books</p> <p>Please provide information about the materials purchased and the vendors they were purchased from:</p> <p>No response</p>	\$ 0.00
<p>Training Materials</p> <p>Please provide information about the materials purchased and the vendors they were purchased from:</p> <p>No response</p>	\$ 0.00
<p>Other</p> <p>Please provide information about the materials purchased and the vendors they were purchased from:</p> <p>No response</p>	\$ 0.00
Purchases Total	\$ 0.00

EEF Additional Expenditures

Please provide information about additional expenditures that were supported with the EEF:

Expenditure Type	Expenditure Amount
<p>Staffing Salaries and Benefits</p> <p>Please provide information about existing staff salaries that were supported with EEF as well as their titles and basic duties:</p> <p>No response</p>	\$ 0.00
<p>Travel and Per Diem</p> <p>Please provide expenditure amounts about existing staff travel expenditures that were supported by the EEF and adhere to the allowable uses.</p>	\$ 0.00
<p>Stipends</p> <p>Please provide expenditure amounts about existing staff stipends that were supported by the EEF and adhere to the allowable uses for training that occurs outside of the attendee's normal working/paid hours.</p>	\$ 0.00
<p>Substitutes</p> <p>Please provide expenditure amounts for substitute costs that were supported by the EEF and allowed staff to attend trainings during the regular work day and adhere to the allowable uses of EEF.</p>	\$ 0.00

Additional Total

\$ 0.00

Major Activities Supported by EEF

What were your major activities that were supported by the EEF:

No expenditures in 2021-22.

EEF Expenditure Category Selection

Please indicate which, if any, of the following categories had EEF expenditures for the current reporting year:

Fund Category	Were EEF Funds Expended?	
Coaching and Mentoring	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Standards-Aligned Instruction	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Pupil Reengagement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Pupil Wellbeing	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Positive School Climate	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Inclusive Practices	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
English Learner Programs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Professional Learning Networks	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Ethnic Studies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Early Childhood Development	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Final Summary

Total EEF Allocation

\$ 162,921.00

Total EEF Expenditures

Fund Category	Category's Total Expenditures
Professional Learning Supplies	\$ 0.00
Coaching and Mentoring	\$ 0.00
Standards-Aligned Instruction	\$ 0.00
Pupil Reengagement	\$ 0.00
Pupil Wellbeing	\$ 0.00
Positive School Climate	\$ 0.00
Inclusive Practices	\$ 0.00
English Learner Programs	\$ 0.00
Professional Learning Networks	\$ 0.00
Ethnic Studies	\$ 0.00
Early Childhood Development	\$ 0.00
Total Reported Expenditures	\$ 0.00

If this LEA's Total Reported Expenditures value was \$0 for this fiscal year (the above total), please provide narrative details as to why and when funds will be spent:

A plan was not created in fiscal year 2021-22. We will begin expending funds starting with the fiscal year 2022-23. Our plan will be presented to the board 2/22/23 and adopted 3/22/23.

Electronic Signature

Signature by Authorizing Official

The authorizing official should type their name in the field below, which will serve as a signature that certifies agreement with this statement:

I hereby certify that, to the best of my knowledge, the information in this application is correct and complete. I support the proposed project and commit my organization to completing all of the tasks and activities that are described in the application.

Authorizing Official's Full Name: Jeremy Powell

Questions: Educator Effectiveness Funds 2021–2026 | EEF2021@cde.ca.gov | 916-445-7331

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor ACCREDITING COMMISSION (000100/1) 533 AIRPORT BLVD SUITE 200 BURLINGAME, CA 94010										
F	2022/23	07/29/22	REQ23-00188	2700-5300 22-23	1313665	08/20/22	Open	1,130.00		1,130.00
				WASC						
				2023 (000110) 01-0000-0-0000-2700-5300-000-000-00000						
				BatchId		Check Date		PO# PO23-00188		Register #
						Total Invoice Amount		1,130.00	Check	
AP Vendor ACSA (000005/1) 1575 BAYSHORE HWY BURLINGAME, CA 94010										
F	2022/23	08/16/22	REQ23-00171	7150/2700-5300	128206 MEMBERSHIP	08/20/22	Open	4,213.11		4,213.11
				22-23 DUES						
				JP-CO-UT-MS						
				2023 (002402) 01-0000-0-0000-2700-5300-100-100-00000			1,189.87			
				2023 (002403) 01-0000-0-0000-2700-5300-800-800-00000			1,492.37			
				2023 (000162) 01-0000-0-0000-7150-5300-000-000-00000			1,530.87			
				BatchId		Check Date		PO# PO23-00171		Register #
						Total Invoice Amount		4,213.11	Check	
AP Vendor AT&T (001075/1) P.O. BOX 9011 ACCT#C602224524777 CAROL STREAM, IL 60197-9011										
	2022/23	08/12/22	REQ23-00003	8100-5590-800 AUG	AUG ELEM 18626029	08/20/22	Open	132.01		132.01
				ELEM						
				2023 (000186) 01-0000-0-0000-8100-5590-000-000-00000						
				2023 (000187) 01-0000-0-0000-8100-5590-100-000-00000						
				2023 (000188) 01-0000-0-0000-8100-5590-300-000-00000						
				2023 (000189) 01-0000-0-0000-8100-5590-800-000-00000			132.01			
				BatchId		Check Date		PO# PO23-00003		Register #
	2022/23	08/12/22	REQ23-00003	8100-5590-100/000	AUG HS 18624585	08/20/22	Open	217.20		217.20
				AUG HS-DIST						
				2023 (000186) 01-0000-0-0000-8100-5590-000-000-00000			86.88			
				2023 (000187) 01-0000-0-0000-8100-5590-100-000-00000			130.32			
				2023 (000188) 01-0000-0-0000-8100-5590-300-000-00000						
				2023 (000189) 01-0000-0-0000-8100-5590-800-000-00000						
				BatchId		Check Date		PO# PO23-00003		Register #

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
								Total Invoice Amount	349.21	Check	
AP Vendor BENCHMARK EDUCATION COMPANY (002020/1) 145 HUGUENOT ST 8TH FLOOR NEW ROCHELLE, NY 10801											
F	2022/23	08/18/22	REQ23-00079	1100-0-1110-1000-4	465571	08/20/22	Open	611.33		611.33	
200-800 5TH ADELANTE 1YR 2023 (000558) 01-1100-0-1110-1000-4200-800-000-00000 Batchld											
								Total Invoice Amount	611.33	Check	
AP Vendor BUSWEST - NORTH (000794/1) P.O. BOX 101284 PASADENA, CA 91189-1284											
	2022/23	08/17/22	REQ23-00021	3600-4300 BUS PARTS	XA41003559601	08/20/22	Open	522.69		522.69	
2023 (000131) 01-0000-0-0000-3600-4300-000-000-00000 2023 (002264) 01-0000-0-0000-8100-4300-000-000-00000 Batchld											
								Total Invoice Amount	522.69	Check	
AP Vendor CHICO SPRINKLER INC (001161/1) #2 THREE SEVENS LANE CHICO, CA 95973											
	2022/23	08/11/22	REQ23-00019	8100-4300	142359	08/20/22	Open	208.65		208.65	
2023 (002264) 01-0000-0-0000-8100-4300-000-000-00000 Batchld											
	2022/23	08/11/22	REQ23-00019	4300-800 GODINEZ GARDEN ELEM	142360	08/20/22	Open	60.06		60.06	
2023 (002264) 01-0000-0-0000-8100-4300-000-000-00000 2023 (000257) 01-0000-0-1110-1000-4300-800-000-00000 Batchld											
								Total Invoice Amount	268.71	Check	
AP Vendor DANIELSON CO (000764/1) 435 SOUTHGATE CT CHICO, CA 95928											
	2022/23	08/15/22	REQ23-00025	13-5310-4300/4700	282860	08/20/22	Open	1,878.27		1,878.27	
2023 (001385) 13-5310-0-0000-3700-4300-000-000-00000											

Page 190 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor DANIELSON CO (000764/1) (continued)										
2022/23	08/15/22	REQ23-00025	13-5310-4300/4700	282860 (continued)	08/20/22	Open		(continued)		
	2023	(001387)	13-5310-0-0000-3700-4700-000-000-00000					1,695.29		
	2023	(001390)	13-5310-0-0000-3700-5890-000-000-00000					8.00		
	2023	(001413)	13-5320-0-0000-3700-4300-000-049-00000							
	2023	(001414)	13-5320-0-0000-3700-4700-000-049-00000							
			BatchId			Check Date		PO# PO23-00025		Register #
2022/23	08/15/22	REQ23-00025	13-5310/5320	282863	08/20/22	Open		2,749.21		2,749.21
			4300/4700-049							
	2023	(001385)	13-5310-0-0000-3700-4300-000-000-00000					375.78		
	2023	(001387)	13-5310-0-0000-3700-4700-000-000-00000					1,984.76		
	2023	(001390)	13-5310-0-0000-3700-5890-000-000-00000					8.00		
	2023	(001413)	13-5320-0-0000-3700-4300-000-049-00000					49.58		
	2023	(001414)	13-5320-0-0000-3700-4700-000-049-00000					331.09		
			BatchId			Check Date		PO# PO23-00025		Register #
						Total Invoice Amount		4,627.48	Check	
AP Vendor FLORA FRESH (000460/1) 1127 FEE DRIVE SACRAMENTO, CA 95815										
2022/23	08/18/22	REQ23-00180	11-6391-0-4110-100	1286462	08/20/22	Open		822.42		822.42
			0-4300-000-023 AUG							
			AE FLORAL							
	2023	(001282)	11-6391-0-4110-1000-4300-000-023-00000							
			BatchId			Check Date		PO# PO23-00180		Register #
						Total Invoice Amount		822.42	Check	
AP Vendor FLORAL RESOURCES (001198/1) 1127 FEE DRIVE SACRAMENTO, CA 95815										
2022/23	08/18/22	REQ23-00185	11-6391-0-4110-100	1286411	08/20/22	Open		239.25		239.25
			0-4300-000-023 AUG							
			AE FLORAL							
	2023	(001282)	11-6391-0-4110-1000-4300-000-023-00000							
			BatchId			Check Date		PO# PO23-00185		Register #
						Total Invoice Amount		239.25	Check	
Direct Vendor HAMILTON UNIFIED REVOLVING FND (000114/1) P O BOX 488 HAMILTON CITY, CA 95951										

Page 191 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor HAMILTON UNIFIED REVOLVING FND (000114/1) (continued)										
@	2021/22	02/17/22	4300-800 4300-000	US BANK PMT	08/20/22	Open		1,178.84		1,178.84
			US BANK PMT							
			CORRECTION							
		2022 (000240)	01-0000-0-1110-1000-4300-000-000-00000			937.10				
		2022 (000257)	01-0000-0-1110-1000-4300-800-000-00000			241.74				
Total Invoice Amount								1,178.84	Check	
Direct Vendor HAYDEN FIRE PROTECTION (000071/1) 2515 ZANELLA WAY SUITE #5 CHICO, CA 95928										
	2022/23	08/11/22	8100-5630 HS	100029	08/21/22	Open		1,092.02		1,092.02
			EXTINUISHER							
			SERVICE							
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000							
Total Invoice Amount								1,092.02	Check	
AP Vendor HILLYARD INC (000072/1) BOX 801400 KANSAS CITY, MO 64180-1400										
	2022/23	08/10/22	REQ23-00012	8100-4300	604834025	08/20/22	Open	29.16		29.16
			2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000			29.16			
			2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000						
						BatchId	Check Date	PO# PO23-00012	Register #	
Total Invoice Amount								29.16	Check	
AP Vendor IT SAVVY (000445/1) BOX 3296 GLEN ELLYN, IL 60138										
F	2022/23	08/15/22	REQ23-00187	01-9150-0-0000-242	01367146	08/20/22	Open	807.54		807.54
				0-5890 VMWARE						
				SUPPORT 22-23						
			2023 (001180)	01-9150-0-0000-2420-5890-000-000-00000						
						BatchId	Check Date	PO# PO23-00187	Register #	
Total Invoice Amount								807.54	Check	
Direct Employee JAEGER, MARTHA L (000169) PO BOX 261 FOREST RANCH, CA 95942										

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Employee	JAEGER, MARTHA L (000169) (continued)									
2022/23	08/18/22		3200-1000-5200-300	92922 CONF LUNCH	08/20/22	Open		15.00		15.00
			SMAA INVOICE							
			TRAINING LUNCH							
			MJ							
		2023 (000329)	01-0000-0-3200-1000-5200-300-000-00000							
Total Invoice Amount								15.00	Check	

AP Vendor	JOHNNY ON THE SPOT (001138/1) DBA: CHICO SEPTIC 5050 COHASSET ROAD SUITE 70 CHICO, CA 95973									
F	2022/23	07/07/22	REQ23-00192	01-3212-0-1110-100	139104	08/20/22	Open	126.45		126.45
				0-5890-800 CLOSE						
			CONTRACT							
		2023 (000717)	01-3212-0-1110-1000-5890-800-000-00000							
						BatchId	Check Date	PO# PO23-00192	Register #	
Total Invoice Amount								126.45	Check	

AP Vendor	JOHNNY'S LOCK & SAFE (000120/1) 1224 MANGROVE AVE, SUITE 1 CHICO, CA 95926-3527									
	2022/23	08/11/22	REQ23-00011	8100-5630 HS LOCK	43809	08/20/22	Open	60.00		60.00
				REPAIRS-REKEY						
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000				60.00			
						BatchId	Check Date	PO# PO23-00011	Register #	
	2022/23	08/11/22	REQ23-00011	8100-5630 ELEM	43810	08/20/22	Open	960.74		960.74
				LOCK						
			REPAIR/REKEY							
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000				960.74			
						BatchId	Check Date	PO# PO23-00011	Register #	
Total Invoice Amount								1,020.74	Check	

AP Vendor	KUTA SOFTWARE LLC (002122/1) 6308 HOLLAND MEADOW LANE GAITHERSBURG, MD 20882									
-----------	--	--	--	--	--	--	--	--	--	--

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
-------------	--------------	-------	---------	-----------------------------	-------	--------------	--------------	----------------	------------------	----------------

AP Vendor KUTA SOFTWARE LLC (002122/1) (continued)										
F	2022/23	08/11/22	REQ23-00177	01-9812-0-3200-100 0-5890-300 KUTA SOFTWARE ELLA PHERNANDEZ	27023	08/20/22	Open	529.00		529.00
			2023 (002411)	01-9812-0-3200-1000-5890-300-000-00000						
				BatchId		Check Date		PO# PO23-00177		Register #
						Total Invoice Amount		529.00	Check	

AP Vendor LARKIN AUTO ELECTRIC (000349/1) P.O. BOX 1044 HAMILTON CITY, CA 95951										
	2022/23	08/09/22	REQ23-00001	8100-5630 2016 TRANSIT VAN OIL	3024	08/20/22	Open	114.05		114.05
			2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000						
			2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000			114.05			
			2023 (001142)	01-8150-0-0000-8100-4300-000-000-00000						
			2023 (001147)	01-8150-0-0000-8100-5630-000-000-00000						
				BatchId		Check Date		PO# PO23-00001		Register #
						Total Invoice Amount		114.05	Check	

Direct Vendor MARK THAU (000014/1) 5867 COHASSET ROAD CHICO, CA 95973										
@	2021/22	06/06/22		1110-1000-4300-100 2022 GRAD NITE PIC FOR STUDENTS	GRAD 2022	08/20/22	Open	1,200.00		1,200.00
			2022 (000243)	01-0000-0-1110-1000-4300-100-000-00000						
						Total Invoice Amount		1,200.00	Check	

AP Vendor MCGRAW-HILL SCHOOL EDUCATION (000125/1) LOCKBOX# 71545 CHICAGO, IL 60694-1545										
F	2022/23	08/03/22	REQ23-00078	01-6300-0-1110-100 0-4100-800 EVERYDAY MATH ELEM	123619242001	08/20/22	Open	3,731.99		3,731.99
			2023 (000890)	01-6300-0-1110-1000-4100-800-000-00000						
				BatchId		Check Date		PO# PO23-00078		Register #

Selection See last page for selection criteria

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
								Total Invoice Amount	3,731.99	Check	
AP Vendor MCHUTCHISON (001398/1) 64 MOUNTAIN VIEW BLVD WAYNE, NJ 7470											
2022/23	08/16/22	REQ23-00198	01-0350-0-6000-100 0-4300-100-054 HORT CLASS PLANTS	MSI0187424	08/20/22	Open		400.94		400.94	
2023 (000490) 01-0350-0-6000-1000-4300-100-054-00000					BatchId	Check Date	PO# PO23-00209	Register #			
								Total Invoice Amount	400.94	Check	
AP Vendor MISSION UNIFORM & LINEN (000592/1) 1340 WEST 7TH STREET CHICO, CA 95928-4907											
2022/23	08/18/22	REQ23-00005	13-5310-0-0000-370 0-5890 CAFE LINEN	517616781	08/20/22	Open		84.00		84.00	
2023 (001390) 13-5310-0-0000-3700-5890-000-000-00000					BatchId	Check Date	PO# PO23-00005	Register #			
2022/23	08/18/22	REQ23-00005	13-5310-0-0000-370 0-5890 CAFE LINEN	517616796	08/20/22	Open		110.97		110.97	
2023 (001390) 13-5310-0-0000-3700-5890-000-000-00000					BatchId	Check Date	PO# PO23-00005	Register #			
								Total Invoice Amount	194.97	Check	
AP Vendor OFFICE DEPOT INC (000309/1) PO BOX 29248 PHOENIX, AZ 85038-9248											
2022/23	07/28/22	REQ23-00128	1110-1000-4300-100 HS MATH DEPT RBOCAST	253612982001	08/21/22	Open		294.20		294.20	
2023 (000243) 01-0000-0-1110-1000-4300-100-000-00000					BatchId	Check Date	PO# PO23-00128	Register #			
2022/23	07/28/22	REQ23-00128	1110-1000-4300-100 HS MATH DEPT RBOCAST	253704358001	08/21/22	Open		25.71		25.71	
2023 (000243) 01-0000-0-1110-1000-4300-100-000-00000					BatchId	Check Date	PO# PO23-00128	Register #			

Page 195 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	OFFICE DEPOT INC (000309/1)		(continued)						(continued)	
2022/23	07/28/22	REQ23-00145	1110-1000-4300-800 ELEM ART CLASS JDUCNAS	254925813001	08/21/22	Open		57.05		57.05
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00145	Register #	
2022/23	08/04/22	REQ23-00162	1110-1000-4300-800 CLASS SUPPLIES THEYL	255895237001	08/21/22	Open		220.45		220.45
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00162	Register #	
2022/23	08/04/22	REQ23-00162	1110-1000-4300-800 CLASS SUPPLIES THEYL	256139706001	08/21/22	Open		43.75		43.75
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00162	Register #	
2022/23	08/02/22	REQ23-00147	CLASS SUPPLIES	256230641001	08/21/22	Open		51.18		51.18
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00147	Register #	
2022/23	08/02/22	REQ23-00147	1110-1000-4300-800 CLASS SUPPLIES SWHITTAKER	256292496001	08/21/22	Open		69.05		69.05
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00147	Register #	
2022/23	07/29/22	REQ23-00135	1110-1000-4300-800 CLASS SUPPLIES MLLAMAS	257102826001	08/21/22	Open		14.16		14.16
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00135	Register #	
2022/23	07/29/22	REQ23-00135	1110-1000-4300-800 CLASS SUPPLIES MLLAMAS	257103876001	08/21/22	Open		119.24		119.24
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00135	Register #	
F	2022/23	08/02/22	REQ23-00136	1110-1000-4300-800 DESKPLATES MHERNANDEZ	257138276001	08/21/22	Open	43.33		43.33
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00135	Register #	

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		OFFICE DEPOT INC (000309/1)		(continued)						(continued)
				BatchId		Check Date		PO# PO23-00136	Register #	
2022/23	08/04/22	REQ23-00168	1110-1000-4300-800 CLASS SUPPLIES MESQUIVAL	257355294001	08/21/22	Open		56.57		56.57
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00168	Register #	
2022/23	08/04/22	REQ23-00168	1110-1000-4300-800 CLASS SUPPLIES MESQUIVAL	257463155001	08/21/22	Open		6.84		6.84
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00168	Register #	
2022/23	08/04/22	REQ23-00168	1110-1000-4300-800 CLASS SUPPLIES MESQUIVAL	257463164001	08/21/22	Open		34.86		34.86
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00168	Register #	
2022/23	08/05/22	REQ23-00168	1110-1000-4300-800 CLASS SUPPLIES MESQUIVAL	257463164002	08/21/22	Open		39.25		39.25
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00168	Register #	
2022/23	07/29/22	REQ23-00131	1110-1000-4300-800 CLASS SUPPLIES GQUIROZ	258029402001	08/21/22	Open		183.03		183.03
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00131	Register #	
F	2022/23	07/29/22	REQ23-00132	1110-1000-4300-800 CLASS SUPPLIES BCARTER	258042913001	08/21/22	Open	102.10		102.10
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00132	Register #	
F	2022/23	07/29/22	REQ23-00132	1110-1000-4300-800 CLASS SUPPLIES BCARTER	258051245001	08/21/22	Open	24.02		24.02
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00132	Register #	

Page 197 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
2022/23	08/05/22	REQ23-00173	OFFICE DEPOT INC (000309/1) ELLA B SUPPIES MJAEGER	(continued) 258096808001	08/21/22	Open		107.77	(continued)	107.77
		2023 (000327)	01-0000-0-3200-1000-4300-300-000-00000	BatchId		Check Date	PO# PO23-00173		Register #	
2022/23	08/08/22	REQ23-00173	ELLA B SUPPIES	258096808002	08/21/22	Open		21.40		21.40
		2023 (000327)	01-0000-0-3200-1000-4300-300-000-00000	BatchId		Check Date	PO# PO23-00173		Register #	
2022/23	08/04/22	REQ23-00173	ELLA B SUPPIES	258140452001	08/21/22	Open		26.10		26.10
		2023 (000327)	01-0000-0-3200-1000-4300-300-000-00000	BatchId		Check Date	PO# PO23-00173		Register #	
F	2022/23	08/05/22	REQ23-00173	ELLA B SUPPIES	258140455001	08/21/22	Open	1.89		1.89
		2023 (000327)	01-0000-0-3200-1000-4300-300-000-00000	BatchId		Check Date	PO# PO23-00173		Register #	
F	2022/23	08/01/22	REQ23-00140	1110-1000-4300-100 12"REPL 23-127 WRONG ITEM MSTEELE	258463544001	08/21/22	Open	44.63		44.63
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId		Check Date	PO# PO23-00140		Register #	
2022/23	08/01/22	REQ23-00141	CLASS SUPPLIES JDUCNAS	258479621001	08/21/22	Open		33.39		33.39
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date	PO# PO23-00141		Register #	
2022/23	07/30/22	REQ23-00141	CLASS SUPPLIES JDUCNAS	258491496001	08/21/22	Open		13.07		13.07
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date	PO# PO23-00141		Register #	
2022/23	08/01/22	REQ23-00141	CLASS SUPPLIES JDUCNAS	258491499001	08/21/22	Open		10.62		10.62
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date	PO# PO23-00141		Register #	

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022										
										Bank Account COUNTY - County Bank Account
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		OFFICE DEPOT INC (000309/1)			(continued)					
						BatchId	Check Date	PO# PO23-00141	Register #	(continued)
F	2022/23	08/03/22	REQ23-00156	3200-1000-4300-300	259582394001	08/21/22	Open	42.25		42.25
			RISER AND SHARPENER ELLAB							
			2023 (000327) 01-0000-0-3200-1000-4300-300-000-00000							
						BatchId	Check Date	PO# PO23-00156	Register #	
	2022/23	08/03/22	REQ23-00156	3200-1000-4300-300	259583619001	08/21/22	Open	31.82		31.82
			ELLAB SUPPLIES							
			2023 (000327) 01-0000-0-3200-1000-4300-300-000-00000							
						BatchId	Check Date	PO# PO23-00156	Register #	
	2022/23	08/03/22	REQ23-00158	1110-1000-4300-800	259608562001	08/21/22	Open	74.46		74.46
			CLASS SUPPLIES MEALVAREZ							
			2023 (000257) 01-0000-0-1110-1000-4300-800-000-00000							
						BatchId	Check Date	PO# PO23-00158	Register #	
	2022/23	08/03/22	REQ23-00158	1110-1000-4300-800	259642778001	08/21/22	Open	7.19		7.19
			CLASS SUPPLIES MEALVAREZ							
			2023 (000257) 01-0000-0-1110-1000-4300-800-000-00000							
						BatchId	Check Date	PO# PO23-00158	Register #	
	2022/23	08/03/22	REQ23-00160	1110-1000-4300-800	259672913001	08/21/22	Open	39.15		39.15
			SUPPLIES TBRYAN							
			2023 (000257) 01-0000-0-1110-1000-4300-800-000-00000							
						BatchId	Check Date	PO# PO23-00160	Register #	
	2022/23	08/05/22	REQ23-00160	1110-1000-4300-800	259672913002	08/21/22	Open	9.24		9.24
			SUPPLIES TBRYAN							
			2023 (000257) 01-0000-0-1110-1000-4300-800-000-00000							
						BatchId	Check Date	PO# PO23-00160	Register #	
	2022/23	08/03/22	REQ23-00160	1110-1000-4300-800	259688209001	08/21/22	Open	10.29		10.29
			SUPPLIES TBRYAN							
			2023 (000257) 01-0000-0-1110-1000-4300-800-000-00000							
						BatchId	Check Date	PO# PO23-00160	Register #	
								Total Invoice Amount	1,858.06	Check

AP Vendor		PAPE MACHINERY (000147/1) PO BOX 35144 #5077 SEATTLE, WA 98124-5144								
-----------	--	---	--	--	--	--	--	--	--	--

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor PAPE MACHINERY (000147/1) (continued)										
2022/23	08/14/22	REQ23-00050	8100-4300 REPAIR PARTS	781059	08/20/22	Open		820.35		820.35
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
				BatchId		Check Date		PO# PO23-00050		Register #
						Total Invoice Amount		820.35	Check	
AP Vendor PROPACIFIC FRESH (000763/1) CHICO DIVISION PO BOX 1069 DURHAM, CA 95938										
2022/23	08/15/22	REQ23-00007	13-5310/5320 4300/4700 049	6948684	08/21/22	Open		1,133.42		1,133.42
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000			26.41				
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			986.31				
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000			13.20				
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000			107.50				
				BatchId		Check Date		PO# PO23-00007		Register #
2022/23	08/15/22	REQ23-00007	13-5310/5320 4300/4700 049	6948686	08/21/22	Open		789.17		789.17
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000							
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			789.17				
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000							
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000							
				BatchId		Check Date		PO# PO23-00007		Register #
						Total Invoice Amount		1,922.59	Check	
AP Vendor QUILL CORPORATION (000134/1) PO BOX 37600 PHILADELPHIA, PA 19101-0600										
F	2022/23	08/01/22	REQ23-00142	3200-1000-4300-300 ELLA B LIT HOLDERS	26711644	08/20/22	Open	360.98		360.98
			2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000						
				BatchId		Check Date		PO# PO23-00142		Register #
2022/23	08/04/22	REQ23-00165	1110-1000-4300-800 CLASS SUPPLIES BCARTER	26787814	08/20/22	Open		10.10		10.10
			2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000						

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022 Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		QUILL CORPORATION (000134/1)		(continued)						(continued)
				BatchId		Check Date		PO# PO23-00165	Register #	
	2022/23	08/03/22	REQ23-00167	7010-0-3800-1000-4	26797474	08/20/22	Open	56.20		56.20
			300-100 AIG SUPPLIES JLOHSE							
		2023	(000933)	01-7010-0-3800-1000-4300-100-000-00000						
				BatchId		Check Date		PO# PO23-00167	Register #	
F	2022/23	08/03/22	REQ23-00163	1110-1000-4300-800	26797517	08/20/22	Open	38.27		38.27
			CLASS SUPPLIES THEYL							
		2023	(000257)	01-0000-0-1110-1000-4300-800-000-00000						
				BatchId		Check Date		PO# PO23-00163	Register #	
	2022/23	08/04/22	REQ23-00163	1110-1000-4300-800	26798604	08/20/22	Open	20.21		20.21
			CLASS SUPPLIES THEYL							
		2023	(000257)	01-0000-0-1110-1000-4300-800-000-00000						
				BatchId		Check Date		PO# PO23-00163	Register #	
F	2022/23	08/04/22	REQ23-00169	1110-1000-4300-800	26798677	08/20/22	Open	126.23		126.23
			CLASS SUPPLIES MESQUIVAL							
		2023	(000257)	01-0000-0-1110-1000-4300-800-000-00000						
				BatchId		Check Date		PO# PO23-00169	Register #	
	2022/23	08/04/22	REQ23-00120	1110-1000-4300	26803320	08/20/22	Open	1,629.77		1,629.77
			000/100 PAPER PALLET							
		2023	(000099)	01-0000-0-0000-2700-4300-000-000-00000						
		2023	(000101)	01-0000-0-0000-2700-4300-100-000-00000						
		2023	(000176)	01-0000-0-0000-7300-4300-000-000-00000						
		2023	(000240)	01-0000-0-1110-1000-4300-000-000-00000			651.90			
		2023	(000243)	01-0000-0-1110-1000-4300-100-000-00000			977.87			
				BatchId		Check Date		PO# PO23-00120	Register #	
F	2022/23	08/05/22	REQ23-00174	3200-1000-4300-300	26834812	08/20/22	Open	301.12		301.12
			ELLA B SUPPLIES							
		2023	(000327)	01-0000-0-3200-1000-4300-300-000-00000						
				BatchId		Check Date		PO# PO23-00174	Register #	
	2022/23	08/05/22	REQ23-00167	7010-0-3800-1000-4	26862297	08/20/22	Open	1,230.41		1,230.41
			300-100 AIG SUPPLIES JLOHSE							

Page 201 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			QUILL CORPORATION (000134/1) (continued)							(continued)
2022/23	08/05/22	REQ23-00167	7010-0-3800-1000-4 300-100 AIG SUPPLIES JLOHSE	26862297 (continued)	08/20/22	Open		(continued)		
		2023 (000933)	01-7010-0-3800-1000-4300-100-000-00000	BatchId		Check Date		PO# PO23-00167	Register #	
F	2022/23	08/04/22	REQ23-00165	1110-1000-4300-800 CLASS SUPPLIES BCARTER	26989474	08/20/22	Open	43.61		43.61
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00165	Register #	
Total Invoice Amount								3,816.90	Check	
Direct Employee			ROMANO, JONATHAN D (000930) 2161 HARTFORD DRIVE CHICO, CA 95928							
2022/23	07/29/22		3600 5890 BUS DRIVER DMV FEES REIMB	DMV FEES	08/20/22	Open		86.79		86.79
		2023 (000135)	01-0000-0-0000-3600-5890-000-000-00000							
Total Invoice Amount								86.79	Check	
AP Vendor			SUPERIOR REGION FFA (000291/1) 311 NICHOLAS C SHOUTEN LANE CHICO, CA 95928							
F	2022/23	07/29/22	REQ23-00193	01-7010-0-3800-100 0-5200-100 COLC REGIST (23-194)	107693	08/20/22	Open	300.00		300.00
		2023 (000939)	01-7010-0-3800-1000-5200-100-000-00000	BatchId		Check Date		PO# PO23-00193	Register #	
Total Invoice Amount								300.00	Check	
Direct Vendor			VOLTAGE SPECIALISTS (000485/1) 370 APPLE LANE PARADISE, CA 95969							
@	2021/22	11/02/21		01-0000-0-0000-810 0-5630-800 ELEM STROBES	15012	08/20/22	Open	487.00		487.00
		2022 (000192)	01-0000-0-0000-8100-5630-800-000-00000							

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			VOLTAGE SPECIALISTS (000485/1)		(continued)					(continued)
@	2021/22	07/01/22	1110-1000-5890-800	ANNUAL ELEM SERV	08/20/22	Open		800.00		800.00
			7/1/22-6/30/23 ELEM MONITOR SERVICE							
			2022 (000301) 01- 0000- 0- 1110- 1000- 5890- 800- 000- 00000							
Total Invoice Amount								1,287.00	Check	

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	25,509.88	796,030.30-	821,540.18-
11	1,061.67	15,152.76	14,091.09
13	6,745.04	24,404.59-	31,149.63-
Total	33,316.59		

Scheduled 08/20/2022 - 08/21/2022

Bank Account COUNTY - County Bank Account

Number of Payments	76	
Number of Checks	29	\$33,316.59
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$33,316.59	
Total Unpaid Sales Tax	\$0.00	
Total Expense Amount	\$33,316.59	

\$0 - \$99	3
\$100 - \$499	8
\$500 - \$999	6
\$1,000 - \$4,999	12
\$5,000 - \$9,999	
\$10,000 - \$14,999	
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

***** ITEMS OF INTEREST *****

* Number of payments to a different vendor
 ! Number of Prepaid payments
 @ Number of Liability payments 4
 & Number of Employee Also Vendors

? denotes check name different than payment name
 F denotes Final Payment

Batch#
 274
 275
 276
 277

Prepared by Chris Devries 8/21/22
 Date

Authorized by _____
 Date

Page 204 of 245

Report Totals -	Payment Count	76	Check Count	29	ACH Count	0	vCard Count	0	Total Check/Advice Amount	\$33,316.59
										\$76,740.85

Report Selection Criteria Sorted by AP Check Order Option, Filtered by (Org = 12, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = Y, Starting Schedule Date = 7/1/2022, Ending Schedule Date = 8/21/2022, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 08/25/2022 - 08/27/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor U.S. BANK CORPORATE PAYMENT SYSTEM (001382/1) P.O. BOX 790428 ST. LOUIS, MO 63179-0428											
F	2022/23	06/30/22	R22-00004	IPAD FOR COVID TESTING	COVID TESTING IPADS	08/25/22	Paid	Printed	1,035.46	1,035.46	
			2023 (002383)	01-3213-0-	-9510-	-			1,035.46		
			2023 (002258)	01-3213-0-1110-1000-4400-000-0000							
Check #	40333680			BatchId	AP08312022	Check Date	08/31/22	PO#	PO22-00510	Register #	000021
								Total Invoice Amount	1,035.46		
Direct Vendor U.S. BANK CORPORATE PAYMENT SYSTEM (001382/1) P.O. BOX 790428 ST. LOUIS, MO 63179-0428											
@	2021/22	06/28/22		13-5320-3700-4700-049 (22-377)	22-377 JUNE CAFE	08/27/22	Paid	Printed	37.47	37.47	
			2022 (001385)	13-5310-0-0000-3700-4300-000-000-0000					37.47		
			2022 (001414)	13-5320-0-0000-3700-4700-000-049-0000							
Check #	40333681			BatchId	AP08312022	Check Date	08/31/22	PO#		Register #	000022
	2022/23	07/22/22		MS/KT HOTEL CHARGE ERROR	22-428 HYATT KABUKI	08/27/22	Paid	Printed	2,692.50	2,692.50	
			2023 (000271)	01-0000-0-1110-1000-5200-000-000-0000							
Check #	40333681			BatchId	AP08312022	Check Date	08/31/22	PO#		Register #	000022
	2022/23	08/22/22		CAKE DECO AE	ADED CAKE DECO CLASS	08/27/22	Paid	Printed	174.27	174.27	
			2023 (002422)	11-6391-0-4110-1000-4300-000-024-0000							
Check #	40333681			BatchId	AP08312022	Check Date	08/31/22	PO#		Register #	000022
@	2021/22	06/29/22		AG FUEL	AG FUEL JUNE	08/27/22	Paid	Printed	475.00	475.00	
			2022 (002480)	01-0350-0-6000-1000-4392-100-054-0000							
Check #	40333681			BatchId	AP08312022	Check Date	08/31/22	PO#		Register #	000022
	2022/23	08/22/22	REQ23-00088	01-7010-0-3800-100-0-4300/4392-100	AG FUEL- WASH	08/27/22	Paid	Printed	643.23	643.23	
			2023 (000933)	01-7010-0-3800-1000-4300-100-000-0000							

Selection See last page for selection criteria

ESCAPE ONLINE

Page 205 of 245

Scheduled 08/25/2022 - 08/27/2022						Bank Account COUNTY - County Bank Account				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	U.S. BANK CORPORATE PAYMENT SYSTEM (001382/1) (continued)									(continued)
2022/23	08/22/22	REQ23-00088	01-7010-0-3800-100-0-4300/4392-100	AG FUEL- WASH (continued)	08/27/22	Paid	Printed	(continued)		
		2023 (000935)	01-7010-0-3800-1000-4392-100-000-00000			634.23				
		2023 (000942)	01-7010-0-3800-1000-5890-100-000-00000			9.00				
Check #	40333681			BatchId AP08312022		Check Date 08/31/22		PO# PO23-00088	Register # 000022	
2022/23	08/22/22	REQ23-00152	01-0000-0-1110-100-0-4300-100 GOLF PENCIL/ORGANIZER S	AG GOLF PENCILS	08/27/22	Paid	Printed	316.90		316.90
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000							
Check #	40333681			BatchId AP08312022		Check Date 08/31/22		PO# PO23-00152	Register # 000022	
2022/23	07/22/22	REQ23-00088	01-7010-0-3800-100-0-4300/4392-100 AIG FUEL & SUPPLIES	AIG FUELWASH	08/27/22	Paid	Printed	299.49		299.49
		2023 (000933)	01-7010-0-3800-1000-4300-100-000-00000							
		2023 (000935)	01-7010-0-3800-1000-4392-100-000-00000			243.49				
		2023 (000942)	01-7010-0-3800-1000-5890-100-000-00000			56.00				
Check #	40333681			BatchId AP08312022		Check Date 08/31/22		PO# PO23-00088	Register # 000022	
F 2022/23	08/22/22	REQ23-00122	01-0000-0-1110-100-0-4300-800 ELEM ART ACURIEL	AIMEE CURIEL ART	08/27/22	Paid	Printed	102.51		102.51
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000							
Check #	40333681			BatchId AP08312022		Check Date 08/31/22		PO# PO23-00122	Register # 000022	
2022/23	08/22/22	R23-00003	01-0000-0-1110-100-0-4300-100 BACK TO SCH NITE	BACK TO SCHOOL NITE	08/27/22	Paid	Printed	112.28		112.28
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000							
Check #	40333681			BatchId AP08312022		Check Date 08/31/22		PO# PO23-00199	Register # 000022	
F 2022/23	08/22/22	REQ23-00172	01-4203-0-1110-100-0-4300-800 BGODINEZ SPANISH LIB	BGODINEZ SPANISH LIB	08/27/22	Paid	Printed	147.09		147.09
		2023 (000872)	01-4203-0-1110-1000-4300-800-000-00000							
Check #	40333681			BatchId AP08312022		Check Date 08/31/22		PO# PO23-00172	Register # 000022	
@ 2021/22	06/28/22		13-5310-0-3700-470-0 (22-377)	CAFE FOOD	08/27/22	Paid	Printed	75.71		75.71

Page 206 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/25/2022 - 08/27/2022 Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor U.S. BANK CORPORATE PAYMENT SYSTEM (001382/1) (continued) (continued)										
@	2021/22	06/28/22	13-5310-0-3700-4700 (22-377)	CAFE FOOD (continued)	08/27/22	Paid	Printed	(continued)		
Check #	40333681	2022 (001387)	13-5310-0-0000-3700-4700-000-000000	Batchld AP08312022		Check Date 08/31/22	PO#	Register # 000022		
	2022/23	08/22/22	REQ23-00038 13-5310/5320 3700-4300/4700-049	CAFE SUPP	08/27/22	Paid	Printed	820.16		820.16
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000			107.08				
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			689.11				
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000							
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000			23.97				
Check #	40333681			Batchld AP08312022		Check Date 08/31/22	PO# PO23-00038	Register # 000022		
F	2022/23	08/22/22	REQ23-00112 EDUCATOR EVENT FOR ELEM STAFF	CANYON OAKS	08/27/22	Paid	Printed	996.22		996.22
Check #	40333681	2023 (002139)	01-6266-0-1110-1000-5200-800-000-00000	Batchld AP08312022		Check Date 08/31/22	PO# PO23-00111	Register # 000022		
	2022/23	07/22/22	REQ23-00112 EDUCATOR EVENT FOR ELEM STAFF DEPOSIT	CANYON OAKS ELEM	08/27/22	Paid	Printed	300.00		300.00
Check #	40333681	2023 (002139)	01-6266-0-1110-1000-5200-800-000-00000	Batchld AP08312022		Check Date 08/31/22	PO# PO23-00111	Register # 000022		
	2022/23	07/22/22	REQ23-00047 2700-5990 CRAIGSLIST CLASS ADS	CRAIGSLIST ADS	08/27/22	Paid	Printed	40.00		40.00
Check #	40333681	2023 (000122)	01-0000-0-0000-2700-5990-000-000-00000	Batchld AP08312022		Check Date 08/31/22	PO# PO23-00047	Register # 000022		
	2022/23	08/22/22	REQ23-00090 GLENN DUMP 01-6387-0-3800-100-5890-100	CTEIG AMARTIN	08/27/22	Paid	Printed	27.00		27.00
		2023 (000919)	01-6387-0-3800-1000-4300-100-000-00000							
		2023 (001878)	01-6387-0-3800-1000-4392-100-000-00000							
		2023 (000921)	01-6387-0-3800-1000-5890-100-000-00000			27.00				
Check #	40333681			Batchld AP08312022		Check Date 08/31/22	PO# PO23-00090	Register # 000022		
@	2021/22	06/29/22	DIST FUEL 8100-4392	DIST FUEL THRU 630	08/27/22	Paid	Printed	105.39		105.39
Check #	40333681	2022 (000183)	01-0000-0-0000-8100-4392-000-000-00000	Batchld AP08312022		Check Date 08/31/22	PO#	Register # 000022		

Page 207 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/25/2022 - 08/27/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	U.S. BANK CORPORATE PAYMENT SYSTEM (001382/1) (continued)									(continued)
2022/23	08/22/22	REQ23-00086	01-2600-0-1110-100 0-4300-800 ELEM SUMMER SCH SUPPLIES	ELEM SUMMER SCH	08/27/22	Paid	Printed	236.26		236.26
Check #	40333681	2023 (002375)	01-2600-0-1110-1000-4300-800-000-00000	BatchId AP08312022		Check Date 08/31/22	PO# PO23-00086		Register # 000022	
2022/23	07/22/22	REQ23-00086	01-2600-0-1110-100 0-4300-800 UT OPEN KH CARD	ELEM SUMMER SCH1	08/27/22	Paid	Printed	231.14		231.14
Check #	40333681	2023 (002375)	01-2600-0-1110-1000-4300-800-000-00000	BatchId AP08312022		Check Date 08/31/22	PO# PO23-00086		Register # 000022	
@	2021/22	06/28/22	FOOTBALL CAMP 1110-1000-4300 PER JP	FOOTBALL CAMP	08/27/22	Paid	Printed	172.44		172.44
Check #	40333681	2022 (000240)	01-0000-0-1110-1000-4300-000-000-00000	BatchId AP08312022		Check Date 08/31/22	PO#		Register # 000022	
F	2022/23	07/22/22	REQ23-00108 AIMEE CURIEL CLASS SUPPLIES 01-0000-0-1110-100 0-4300-800	HEDGEHOG MAG BAGS	08/27/22	Paid	Printed	46.05		46.05
Check #	40333681	2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId AP08312022		Check Date 08/31/22	PO# PO23-00108		Register # 000022	
F	2022/23	08/22/22	REQ23-00196 STAFF LAPTOP CHARGERS 01-0000-0-1110-100 0-4300-100	HS LAPTOP CHGR	08/27/22	Paid	Printed	102.90		102.90
Check #	40333681	2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId AP08312022		Check Date 08/31/22	PO# PO23-00196		Register # 000022	
F	2022/23	07/22/22	R23-00010 01-0000-0-1110-100 0-4300-100 HS OPEN HOUSE/PT CONF NITE	HS PT CONFOPEN HOUSE	08/27/22	Paid	Printed	217.16		217.16
Check #	40333681	2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId AP08312022		Check Date 08/31/22	PO# PO23-00206		Register # 000022	

Page 208 of 245

Selection See last page for selection criteria

Scheduled 08/25/2022 - 08/27/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor U.S. BANK CORPORATE (continued)										
PAYMENT SYSTEM (001382/1) (continued)										
2022/23	07/22/22		ERROR CORRECTION:SEE JUNE CHARGES 01-0000-0-1110-100 0-5200	HYATT KABUKI CREDIT	08/27/22	Paid	Printed	2,103.55-		2,103.55-
Check #	40333681		2023 (000271) 01-0000-0-1110-1000-5200-000-000-00000	BatchId AP08312022		Check Date 08/31/22	PO#		Register # 000022	
2022/23	08/22/22	REQ23-00085	ZOOM, INSERVICE SUPPLIES, MTG SUPPLIES JP	JP OPEN DIST	08/27/22	Paid	Printed	1,629.04		1,629.04
			2023 (000099) 01-0000-0-0000-2700-4300-000-000-00000			71.15				
			2023 (000141) 01-0000-0-0000-7110-4300-000-000-00000							
			2023 (000146) 01-0000-0-0000-7110-5890-000-000-00000			14.99				
			2023 (000160) 01-0000-0-0000-7150-4300-000-000-00000			34.28				
			2023 (000163) 01-0000-0-0000-7150-5890-000-000-00000							
			2023 (000240) 01-0000-0-1110-1000-4300-000-000-00000			1,508.62				
Check #	40333681		2023 (000141) 01-0000-0-0000-7110-4300-000-000-00000	BatchId AP08312022		Check Date 08/31/22	PO# PO23-00085		Register # 000022	
2022/23	07/22/22	REQ23-00085	BOARD ZOOM-SUPER SUPPLIES 7110/7150 4300/5890	JUNE US BANK CHGS	08/27/22	Paid	Printed	77.70		77.70
			2023 (000141) 01-0000-0-0000-7110-4300-000-000-00000							
			2023 (000146) 01-0000-0-0000-7110-5890-000-000-00000			14.99				
			2023 (000160) 01-0000-0-0000-7150-4300-000-000-00000			62.71				
			2023 (000163) 01-0000-0-0000-7150-5890-000-000-00000							
			2023 (000240) 01-0000-0-1110-1000-4300-000-000-00000							
Check #	40333681		2023 (000640) 01-3010-0-1110-1000-4300-800-000-00000	BatchId AP08312022		Check Date 08/31/22	PO# PO23-00085		Register # 000022	
2022/23	08/22/22	REQ23-00175	01-0000-0-1110-100 0-4300-800 KINDER EVENT 8/3/22	KINDER MEET N GREET	08/27/22	Paid	Printed	121.73		121.73
Check #	40333681		2023 (000640) 01-3010-0-1110-1000-4300-800-000-00000	BatchId AP08312022		Check Date 08/31/22	PO# PO23-00175		Register # 000022	
2022/23	07/22/22	REQ23-00087	8100-4300/4392 MAINT OPEN FUEL/SUPPLIES	MAINT FUEL-SUPPLIES	08/27/22	Paid	Printed	1,015.45		1,015.45
			2023 (002264) 01-0000-0-0000-8100-4300-000-000-00000			385.30				

Page 209 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/25/2022 - 08/27/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		U.S. BANK CORPORATE PAYMENT SYSTEM (001382/1) (continued)								(continued)
2022/23	07/22/22	REQ23-00087	8100-4300/4392 MAINT OPEN FUEL/SUPPLIES	MAINT FUEL-SUPPLIES (continued)	08/27/22	Paid	Printed	(continued)		
		2023 (000183)	01-0000-0-0000-8100-4392-000-000-00000			630.15				
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000							
		2023 (000193)	01-0000-0-0000-8100-5890-000-048-00000							
		2023 (001142)	01-8150-0-0000-8100-4300-000-000-00000							
Check #	40333681			BatchId AP08312022		Check Date 08/31/22	PO# PO23-00087		Register # 000022	
2022/23	08/22/22	REQ23-00087	OPEN FOR MAINT SUPPLIES	MAINT OPEM	08/27/22	Paid	Printed	1,873.77		1,873.77
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000			749.52				
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000			374.75				
		2023 (000193)	01-0000-0-0000-8100-5890-000-048-00000			374.75				
		2023 (001142)	01-8150-0-0000-8100-4300-000-000-00000			374.75				
Check #	40333681			BatchId AP08312022		Check Date 08/31/22	PO# PO23-00087		Register # 000022	
F 2022/23	08/22/22	REQ23-00179	01-6387-0-3800-100 0-5200-100 AIRFARE NAAE 23-178	NAAE REGIST	08/27/22	Paid	Printed	686.91		686.91
		2023 (001879)	01-6387-0-3800-1000-5200-100-000-00000							
Check #	40333681			BatchId AP08312022		Check Date 08/31/22	PO# PO23-00179		Register # 000022	
F 2022/23	08/22/22	REQ23-00178	01-6387-0-3800-100 0-5200-100 NAAE CONVENTION REGIST	NAAE REGIST-PARK	08/27/22	Paid	Printed	1,161.12		1,161.12
		2023 (001879)	01-6387-0-3800-1000-5200-100-000-00000							
Check #	40333681			BatchId AP08312022		Check Date 08/31/22	PO# PO23-00178		Register # 000022	
2022/23	08/22/22	REQ23-00155	01-0000-0-1110-100 0-4300-800 PRINTER -WALKIE TALKIE SET	PRINTER ROSA WALKIES	08/27/22	Paid	Printed	618.78		618.78
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000							
Check #	40333681			BatchId AP08312022		Check Date 08/31/22	PO# PO23-00155		Register # 000022	
2022/23	08/22/22	REQ23-00191	01-9150-0-0000-242 0-4300 DIST COMPUTER REFURB	RAM AND SSD DRIVES	08/27/22	Paid	Printed	1,081.60		1,081.60
		2023 (001170)	01-9150-0-0000-2420-4300-000-000-00000							

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 08/25/2022 - 08/27/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor	U.S. BANK CORPORATE PAYMENT SYSTEM (001382/1) (continued)									(continued)	
Check #	40333681			BatchId	AP08312022	Check Date	08/31/22	PO#	PO23-00191	Register #	000022
2022/23	08/22/22	REQ23-00189	01-9150-0-0000-242 0-4300 RAM & SSD DRIVES DIST REFURB	RAM SSD DRIVES	08/27/22	Paid	Printed	310.46			310.46
		2023 (001170)	01-9150-0-0000-2420-4300-000-000-00000								
Check #	40333681			BatchId	AP08312022	Check Date	08/31/22	PO#	PO23-00189	Register #	000022
F 2022/23	08/22/22	R23-00001	01-0000-0-1110-100 0-4300-100 AG TABLE SAW	TABLE SAW AMARTIN	08/27/22	Paid	Printed	373.23			373.23
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000								
Check #	40333681			BatchId	AP08312022	Check Date	08/31/22	PO#	PO23-00197	Register #	000022
2022/23	07/22/22	REQ23-00057	22-23 GO DADDY RENEWAL;01-9150- 0-0000-2420-5890	TECH DEPT SUPPLIES	08/27/22	Paid	Printed	899.98			899.98
		2023 (001180)	01-9150-0-0000-2420-5890-000-000-00000								
Check #	40333681			BatchId	AP08312022	Check Date	08/31/22	PO#	PO23-00057	Register #	000022
2022/23	08/22/22	REQ23-00164	STUDENT CHROMEOK ADAPTERS 01-9150-4300-100/8 00	TECH100-800	08/27/22	Paid	Printed	1,392.00			1,392.00
		2023 (001171)	01-9150-0-0000-2420-4300-100-000-00000								
		2023 (001172)	01-9150-0-0000-2420-4300-800-000-00000								
Check #	40333681			BatchId	AP08312022	Check Date	08/31/22	PO#	PO23-00164	Register #	000022
Total Invoice Amount								17,509.39			

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	17,437.24	1,689,623.95-	1,707,061.19-
11	174.27	15,850.67-	16,024.94-
13	933.34	11,135.54	10,202.20
Total	18,544.85		

Page 211 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Number of Payments	38	
Number of Checks	2	\$12,599.44
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$18,544.85	
Total Unpaid Sales Tax	\$0.00	
Total Expense Amount	\$18,544.85	

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	
\$100 - \$499	
\$500 - \$999	
\$1,000 - \$4,999	1
\$5,000 - \$9,999	
\$10,000 - \$14,999	
\$15,000 - \$99,999	1
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

***** ITEMS OF INTEREST *****

- * Number of payments to a different vendor
- ! Number of Prepaid payments
- @ Number of Liability payments
- & Number of Employee Also Vendors

5

? denotes check name different than payment name
F denotes Final Payment

*Batch# 291
294
295*

Chris Devries 8/27/22
 Prepared by _____ Date _____
 Authorized by _____ Date _____

Page 212 of 245

Report Totals - Payment Count 38 Check Count 2 ACH Count 0 vCard Count 0 Total Check/Advice Amount \$18,544.85

Report Selection Criteria Sorted by AP Check Order Option, Filtered by (Org = 12, Payment Method = N, Payment Type = N, Payment Status(s) IN ('2'), On Hold? = N, Starting Schedule Date = 7/1/2022, Ending Schedule Date = 9/15/2022, Approval Batch Id(s) = 000291, 000294, 000295, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 09/01/2022										
										Bank Account COUNTY - County Bank Account
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor CALIFORNIA'S VALUED TRUST H/W (000008/2) ATTN: FINANCE DEPARTMENT P.O. BOX 26300 FRESNO, CA 93729-6300										
2022/23	08/18/22	REQ23-00044	444 STAFF H & W INSURANCE	SEPT 2022	09/01/22	Submitted		97,386.90		97,386.90
		2023 (002068)	01- - - - -9571- - -			97,386.90				
		2023 (002110)	01-0000-0-0000-0000-9571-000-000-00000							
							BatchId	Check Date	PO# PO23-00044	Register #
Total Invoice Amount								97,386.90	Check	
AP Vendor DANNIS WOLIVER KELLEY (002047/2) 2087 ADDISON STREET 2ND FLOOR BERKELEY, CA 94704										
2022/23	08/15/22	REQ23-00023	423 LEGAL FEES	281019 CONSTR DOCS	09/01/22	Submitted		3,250.00		3,250.00
		2023 (000144)	01-0000-0-0000-7110-5815-000-000-00000							
							BatchId	Check Date	PO# PO23-00023	Register #
2022/23	08/26/22	REQ23-00023	423 LEGAL FEES	JULY 2022	09/01/22	Submitted		1,699.00		1,699.00
		2023 (000144)	01-0000-0-0000-7110-5815-000-000-00000							
							BatchId	Check Date	PO# PO23-00023	Register #
Total Invoice Amount								4,949.00	Check	
AP Vendor LESLIE ANDERSON-MILLS (000522/1) 960 RACHEL CT. SAN LUIS OBISPO, CA 93401										
2022/23	08/18/22	REQ23-00033	433 L ANDERSON H&W PAYOUT	SEPT 2022	09/01/22	Submitted		791.67		791.67
		2023 (000238)	01-0000-0-1110-1000-3701-000-000-00000							
							BatchId	Check Date	PO# PO23-00033	Register #
Total Invoice Amount								791.67	Check	
AP Vendor STANDARD (000584/1) P.O. BOX 4664 PORTLAND, OR 97208-4664										
2022/23	08/22/22	REQ23-00008	408 STANDARD EE INS	AUG CT 503202 3000	09/01/22	Submitted		179.85		179.85
		2023 (002068)	01- - - - -9571- - -			179.85				
		2023 (002110)	01-0000-0-0000-0000-9571-000-000-00000							

Page 213 of 245

Selection Sorted by AP Check Order Option, Filtered by (Org = 12, Payment Method = N, Bank Account(s) IN ('COUNTY'), Payment Type = N, Payment Status(s) IN ('3'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 09/01/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		STANDARD (000584/1)	(continued)							

BatchId

Check Date

PO# PO23-00008

Register #

Total Invoice Amount

179.85 Check

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	103,307.42	1,711,686.68-	1,814,994.10-

Number of Payments	5	
Number of Checks	4	\$103,307.42
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$103,307.42	
Total Unpaid Sales Tax	\$.00	
Total Expense Amount	\$103,307.42	

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99		
\$100 - \$499	1	
\$500 - \$999	1	
\$1,000 - \$4,999	1	
\$5,000 - \$9,999		
\$10,000 - \$14,999		
\$15,000 - \$99,999	1	
\$100,000 - \$199,999		
\$200,000 - \$499,999		
\$500,000 - \$999,999		
\$1,000,000 -		

***** ITEMS OF INTEREST *****

- * Number of payments to a different vendor
- ! Number of Prepaid payments
- @ Number of Liability payments
- & Number of Employee Also Vendors

? denotes check name different than payment name
 F denotes Final Payment

Batch # 321

<i>John Tan</i>	9/1/2022
Prepared by	Date
Authorized by	Date

Page 214 of 245

Report Totals -	Payment Count	5	Check Count	4	ACH Count	0	vCard Count	0	Total Check/Advice Amount	\$103,307.42
										\$200,874.17

Selection Sorted by AP Check Order Option, Filtered by (Org = 12, Payment Method = N, Bank Account(s) IN ('COUNTY'), Payment Type = N, Payment Status(s) IN ('3'), On Hold? = Y, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 09/05/2022										
Bank Account COUNTY - County Bank Account										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor ABSOLUTE HEATING & AIR INC (001391/1) BOX 4643 ORLAND, CA 95963										
2022/23	07/29/22	REQ23-00035	01-8150-0-0000-810 0-5630-800 ELEM ROOM 503	211932-1	09/05/22	Open		337.00		337.00
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000							
		2023 (001148)	01-8150-0-0000-8100-5630-100-000-00000							
		2023 (001149)	01-8150-0-0000-8100-5630-800-000-00000				337.00			
				BatchId		Check Date		PO# PO23-00035	Register #	
2022/23	08/09/22	REQ23-00035	01-8150-0-0000-810 0-5630-800 ELEM ROOM 205	211965-1	09/05/22	Open		1,080.50		1,080.50
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000				641.83			
		2023 (001148)	01-8150-0-0000-8100-5630-100-000-00000				109.66-			
		2023 (001149)	01-8150-0-0000-8100-5630-800-000-00000				548.33			
				BatchId		Check Date		PO# PO23-00035	Register #	
2022/23	08/08/22	REQ23-00035	01-8150-0-0000-810 0-5630-800 ELEM LIBRARY	211966-1	09/05/22	Open		190.00		190.00
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000							
		2023 (001148)	01-8150-0-0000-8100-5630-100-000-00000							
		2023 (001149)	01-8150-0-0000-8100-5630-800-000-00000				190.00			
				BatchId		Check Date		PO# PO23-00035	Register #	
								Total Invoice Amount	1,607.50	Check
AP Vendor BLACKBOARD INC (001495/1) PO BOX 200154 PITTSBURGH, PA 15251-0154										
F	2022/23	08/04/22	REQ23-00054	1110-1000-5890/100 /800/300 PS-AE 22-23 WEB HOSTING	138228	09/05/22	Open	4,760.00		4,760.00
		2023 (000292)	01-0000-0-1110-1000-5890-000-000-00000				1,428.00			
		2023 (000296)	01-0000-0-1110-1000-5890-100-000-00000				952.00			
		2023 (000301)	01-0000-0-1110-1000-5890-800-000-00000				952.00			
		2023 (000334)	01-0000-0-3200-1000-5890-300-000-00000				476.00			
		2023 (001295)	11-6391-0-4110-1000-5890-000-000-00000				476.00			
		2023 (001353)	12-6105-0-1110-1000-5890-000-000-00000				476.00			
Selection See last page for selection criteria										

Page 215 of 245

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	BLACKBOARD INC (001495/1)		(continued)							
				BatchId		Check Date	PO# PO23-00054		Register #	
						Total Invoice Amount	4,760.00	Check		
AP Vendor	BLICK ART MATERIALS (000911/1)		6910 EAGLE WAY CHICAGO, IL 60678-1069							
2022/23	08/23/22	R23-00004	01-0000-0-1110-100	9073664	09/05/22	Open		830.12		830.12
			0-4300-100 S WILKES ART CLASS							
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000							
				BatchId		Check Date	PO# PO23-00200		Register #	
						Total Invoice Amount	830.12	Check		
AP Vendor	BUSWEST - NORTH (000794/1)		P.O. BOX 101284 PASADENA, CA 91189-1284							
2022/23	08/24/22	REQ23-00021	01-0000-0-0000-360	XA41003576401	09/05/22	Open		549.03		549.03
			0-4300 PNE CYL KIT							
		2023 (000131)	01-0000-0-0000-3600-4300-000-000-00000			549.03				
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
				BatchId		Check Date	PO# PO23-00021		Register #	
						Total Invoice Amount	549.03	Check		
AP Vendor	CALIFORNIA WATER SERVICE CO (000053/1)		2222 DR MARTIN LUTHER KING JR PARKWAY CHICO, CA 95928							
2022/23	08/25/22	REQ23-00022	01-0000-0-0000-810	AUG 3624177777	09/05/22	Open		31.02		31.02
			0-5590-000 535 SACRAMENTO AVE							
		2023 (000186)	01-0000-0-0000-8100-5590-000-000-00000			31.02				
		2023 (000187)	01-0000-0-0000-8100-5590-100-000-00000							
		2023 (000188)	01-0000-0-0000-8100-5590-300-000-00000							
		2023 (000189)	01-0000-0-0000-8100-5590-800-000-00000							
				BatchId		Check Date	PO# PO23-00022		Register #	
2022/23	08/25/22	REQ23-00022	01-0000-0-0000-810	AUG 4328846467	09/05/22	Open		842.28		842.28
			0-5590-800 277 CAPAY AVE							
		2023 (000186)	01-0000-0-0000-8100-5590-000-000-00000							

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			CALIFORNIA WATER SERVICE CO (000053/1)				(continued)		(continued)		
2022/23	08/25/22	REQ23-00022	01-0000-0-0000-810	AUG 4328846467	09/05/22	Open		(continued)			
			0-5590-800 277	(continued)							
			CAPAY AVE								
		2023 (000187)	01-0000-0-0000-8100-5590-100-000-00000								
		2023 (000188)	01-0000-0-0000-8100-5590-300-000-00000								
		2023 (000189)	01-0000-0-0000-8100-5590-800-000-00000								
				BatchId		842.28					
						Check Date		PO# PO23-00022		Register #	
						Total Invoice Amount		873.30	Check		
AP Vendor			CAROLINA BIOLOGICAL SPLY CO (000234/1)								
			P O BOX 60232								
			CHARLOTTE, NC 28260-0232								
2022/23	08/18/22	REQ23-00121	01-9812-0-1110-100	51860243RI	09/05/22	Open		137.60		137.60	
			0-4300-100 MELLO								
			RATS								
		2023 (001190)	01-9812-0-1110-1000-4300-100-000-00000								
				BatchId		Check Date		PO# PO23-00121		Register #	
						Total Invoice Amount		137.60	Check		
AP Vendor			CHICO SPRINKLER INC (001161/1)								
			#2 THREE SEVENS LANE								
			CHICO, CA 95973								
2022/23	09/01/22	REQ23-00019	01-0000-0-0000-810	143221	09/05/22	Open		184.77		184.77	
			0-4300								
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000					184.77			
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000								
				BatchId		Check Date		PO# PO23-00019		Register #	
						Total Invoice Amount		184.77	Check		
AP Vendor			DANIELSON CO (000764/1)								
			435 SOUTHGATE CT								
			CHICO, CA 95928								
2022/23	08/22/22	REQ23-00025	13-5310/5320-3700-	283411	09/05/22	Open		3,073.44		3,073.44	
			4300/4700-000/049								
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000					353.58			
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000					2,165.26			
		2023 (001390)	13-5310-0-0000-3700-5890-000-000-00000					8.00			
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000					63.18			
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000					483.42			

Page 217 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor DANIELSON CO (000764/1)			(continued)								
				BatchId		Check Date		PO# PO23-00025	Register #		
2022/23	08/22/22	REQ23-00025	13-5310-3700-4300/4700-000	283416	09/05/22	Open		1,397.78		1,397.78	
	2023	(001385)	13-5310-0-0000-3700-4300-000-000-00000					49.58			
	2023	(001387)	13-5310-0-0000-3700-4700-000-000-00000					1,340.20			
	2023	(001390)	13-5310-0-0000-3700-5890-000-000-00000					8.00			
	2023	(001413)	13-5320-0-0000-3700-4300-000-049-00000								
	2023	(001414)	13-5320-0-0000-3700-4700-000-049-00000								
				BatchId		Check Date		PO# PO23-00025	Register #		
2022/23	08/29/22	REQ23-00025	13-5310/5320-3700-4300/4700-000/049	284218	09/05/22	Open		3,174.40		3,174.40	
	2023	(001385)	13-5310-0-0000-3700-4300-000-000-00000					120.63			
	2023	(001387)	13-5310-0-0000-3700-4700-000-000-00000					2,694.03			
	2023	(001390)	13-5310-0-0000-3700-5890-000-000-00000					8.00			
	2023	(001413)	13-5320-0-0000-3700-4300-000-049-00000					80.42			
	2023	(001414)	13-5320-0-0000-3700-4700-000-049-00000					271.32			
				BatchId		Check Date		PO# PO23-00025	Register #		
2022/23	08/30/22	REQ23-00025	13-5310-3700-4300/4700-000	284270	09/05/22	Open		2,661.64		2,661.64	
	2023	(001385)	13-5310-0-0000-3700-4300-000-000-00000					241.26			
	2023	(001387)	13-5310-0-0000-3700-4700-000-000-00000					2,412.38			
	2023	(001390)	13-5310-0-0000-3700-5890-000-000-00000					8.00			
	2023	(001413)	13-5320-0-0000-3700-4300-000-049-00000								
	2023	(001414)	13-5320-0-0000-3700-4700-000-049-00000								
				BatchId		Check Date		PO# PO23-00025	Register #		
								Total Invoice Amount	10,307.26	Check	
AP Vendor DELL MARKETING (000424/1)			PO BOX 910916 PASADENA, CA 91110-0916								
F	2022/23	08/22/22	REQ23-00166	01-7412-0-4300-100; 01-6266-0-1110-100 0-4300/4400-100/80 0	10609018486	09/05/22	Open	70,775.05		70,775.05	
		2023	(002397)	01-6266-0-1110-1000-4300-100-000-00000				5,935.65			
		2023	(002398)	01-6266-0-1110-1000-4300-800-000-00000				5,935.65			
		2023	(002399)	01-6266-0-1110-1000-4400-100-000-00000				27,578.88			
		2023	(002400)	01-6266-0-1110-1000-4400-800-000-00000				27,578.88			

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			DELL MARKETING (000424/1) (continued)							
F	2022/23	08/22/22	REQ23-00166	01-7412-0-4300-100; 01-6266-0-1110-100 0-4300/4400-100/80 0	10609018486 (continued)	09/05/22	Open	(continued)		
			2023 (002401)	01-6266-0-1110-1000-5890-000-000-00000				400.00		
			2023 (002396)	01-7412-0-1110-1000-4300-100-000-00000				3,345.99		
				BatchId		Check Date		PO# PO23-00166	Register #	
						Total Invoice Amount		70,775.05	Check	
AP Vendor			DOLLAR DAYS (002078/1) 3033 NORTH 44TH STREET SUITE 330 PHOENIX, AZ 85018							
F	2022/23	07/28/22	REQ23-00126	01-1100-0-1110-100 0-4300-800 ELEM COMP/JOURNALS	2883272	09/05/22	Open	1,722.87		1,722.87
			2023 (000561)	01-1100-0-1110-1000-4300-800-000-00000						
				BatchId		Check Date		PO# PO23-00126	Register #	
						Total Invoice Amount		1,722.87	Check	
AP Vendor			ESTRELLITA INC (000721/1) 99 INVERNESS DR EAST SUITE 200 ENGLEWOOD, CO 80112							
F	2022/23	07/27/22	REQ23-00068	01-4203-0-1110-100 0-4300-800 K-1 MEMBERSHIP W/ CONSUMABLES	R24531	09/05/22	Open	2,579.81		2,579.81
			2023 (000872)	01-4203-0-1110-1000-4300-800-000-00000						
				BatchId		Check Date		PO# PO23-00068	Register #	
						Total Invoice Amount		2,579.81	Check	
Direct Employee			GARCIA, IRMA M (000119) 7419 CAPAY AVENUE ORLAND, CA 95963							
	2022/23	08/24/22		12-6105-0-1110-100 0-4300-PRESCHOO L BROOM	BROOM	09/05/22	Open	14.98		14.98
			2023 (001349)	12-6105-0-1110-1000-4300-000-000-00000						

Selection See last page for selection criteria

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
								Total Invoice Amount	14.98	Check	
AP Vendor: GLENN COUNTY OFFICE OF ED (000338/1) SUCCESS PRINTING 451 S. VILLA AVE WILLOWS, CA 95988											
F	2022/23	08/26/22	R23-00015	01-0000-0-0000-270 0-4300-800 UT Business Cards	7067	09/05/22	Open	9.65		9.65	
			2023 (000102)	01-0000-0-0000-2700-4300-800-000-00000							
						BatchId	Check Date	PO# PO23-00216	Register #		
	2022/23	08/26/22	R23-00015	01-0000-0-0000-270 0-4300-800 DC Business Cards	7068	09/05/22	Open	9.65		9.65	
			2023 (000102)	01-0000-0-0000-2700-4300-800-000-00000							
						BatchId	Check Date	PO# PO23-00216	Register #		
								Total Invoice Amount	19.30	Check	
AP Vendor: GLENN COUNTY OFFICE OF ED ED SERVICES TREE (001125/1) 676 E WALKER STREET ORLAND, CA 95963											
F	2022/23	08/01/22	R23-00016	01-0000-0-1110-242 0-5890-100/800-026 GCOE Tree 22-23	ED TREE 22-23	09/05/22	Open	1,800.00		1,800.00	
			2023 (000313)	01-0000-0-1110-2420-5890-100-026-00000			900.00				
			2023 (000314)	01-0000-0-1110-2420-5890-800-026-00000			900.00				
						BatchId	Check Date	PO# PO23-00218	Register #		
								Total Invoice Amount	1,800.00	Check	
AP Vendor: GRAINGER (000162/1) DEPT 828289678 ACCT #828289678 PALATINE, IL 60038-0001											
	2022/23	08/11/22	REQ23-00009	01-0000-0-0000-810 0-4300 ROTARY HAMMER & MASONRY DRILL	9408328673	09/05/22	Open	276.53		276.53	
			2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
						BatchId	Check Date	PO# PO23-00009	Register #		

Selection See last page for selection criteria

Scheduled 09/05/2022						Bank Account COUNTY - County Bank Account				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			GRAINGER (000162/1)		(continued)					
2022/23	08/11/22	REQ23-00009	01-0000-0-0000-810 0-4300-000-000-000 00 TANKLESS WATER HEATER	9408619816	09/05/22	Open		445.24		445.24
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
				BatchId		Check Date		PO# PO23-00009		Register #
						Total Invoice Amount		721.77	Check	
AP Vendor			HILLYARD INC (000072/1) BOX 801400 KANSAS CITY, MO 64180-1400							
2022/23	08/17/22	REQ23-00012	01-0000-0-0000-810 0-4300-000-000-000 00	604842030	09/05/22	Open		652.65		652.65
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000					652.65		
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000							
				BatchId		Check Date		PO# PO23-00012		Register #
2022/23	08/24/22	REQ23-00012	01-0000-0-0000-810 0-4300-000-000-000 00	604850301	09/05/22	Open		1,165.19		1,165.19
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000					1,165.19		
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000							
				BatchId		Check Date		PO# PO23-00012		Register #
						Total Invoice Amount		1,817.84	Check	
AP Vendor			INFINITY COMMUNICATIONS & CONS (001003/1) BOX 999 BAKERSFIELD, CA 93302							
2022/23	07/11/22	REQ23-00115	01-9150-0-0000-242 0-5890- QTR 2 OCT-DEC 2022:	14105	09/05/22	Open		1,575.00		1,575.00
		2023 (001180)	01-9150-0-0000-2420-5890-000-000-00000							
				BatchId		Check Date		PO# PO23-00115		Register #
						Total Invoice Amount		1,575.00	Check	
AP Vendor			LAKESHORE LEARNING (000079/1) 2695 E. DOMINGUEZ STREET CARSON, CA 90895							

Page 221 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor LAKESHORE LEARNING (000079/1) (continued)										
2022/23	08/24/22	REQ23-00107	12-6105-0-1110-100 0-4300 CD PLAYER FOR PRESCHOOL	286808082422	09/05/22	Open		102.10		102.10
2023 (001349) 12-6105-0-1110-1000-4300-000-000-00000										
						BatchId	Check Date	PO# PO23-00107	Register #	
								Total Invoice Amount	102.10	Check
AP Vendor LARKIN AUTO ELECTRIC (000349/1)										
P.O. BOX 1044 HAMILTON CITY, CA 95951										
2022/23	08/10/22	REQ23-00001	01-0000-0-0000-810 0-5630--2004 FORD E150 VAN	3026	09/05/22	Open		474.98		474.98
2023 (002264) 01-0000-0-0000-8100-4300-000-000-00000										
2023 (000190) 01-0000-0-0000-8100-5630-000-000-00000										
2023 (000921) 01-6387-0-3800-1000-5890-100-000-00000										
2023 (001142) 01-8150-0-0000-8100-4300-000-000-00000										
2023 (001147) 01-8150-0-0000-8100-5630-000-000-00000										
						BatchId	Check Date	PO# PO23-00001	Register #	
2022/23	08/19/22	REQ23-00001	01-0000-0-0000-810 0-5630 --2008 CHEVY UPLANDER	3029	09/05/22	Open		291.48		291.48
2023 (002264) 01-0000-0-0000-8100-4300-000-000-00000										
2023 (000190) 01-0000-0-0000-8100-5630-000-000-00000										
2023 (001142) 01-8150-0-0000-8100-4300-000-000-00000										
2023 (001147) 01-8150-0-0000-8100-5630-000-000-00000										
						BatchId	Check Date	PO# PO23-00001	Register #	
2022/23	08/21/22	REQ23-00001	01-0000-0-0000-810 0-5630--2014 FORD PICK UP	3032	09/05/22	Open		471.26		471.26
2023 (002264) 01-0000-0-0000-8100-4300-000-000-00000										
2023 (000190) 01-0000-0-0000-8100-5630-000-000-00000										
2023 (001142) 01-8150-0-0000-8100-4300-000-000-00000										
2023 (001147) 01-8150-0-0000-8100-5630-000-000-00000										
						BatchId	Check Date	PO# PO23-00001	Register #	
								Total Invoice Amount	1,237.72	Check

Page 222 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			LARRY'S PEST & WEED CONTROL (001388/1) 7519 CUTTING AVE. ORLAND, CA 95963							
2022/23	08/08/22	REQ23-00040	01-0000-0-0000-810 0-5590-000-000-000 00; AUG DIST WIDE	AUG 2022 W16356	09/05/22	Open		560.00		560.00
		2023 (000186)	01-0000-0-0000-8100-5590-000-000-00000					560.00		
		2023 (000187)	01-0000-0-0000-8100-5590-100-000-00000							
		2023 (000188)	01-0000-0-0000-8100-5590-300-000-00000							
		2023 (000189)	01-0000-0-0000-8100-5590-800-000-00000							
						BatchId	Check Date	PO# PO23-00040	Register #	
						Total Invoice Amount		560.00	Check	
AP Vendor			MISSION UNIFORM & LINEN (000592/1) 1340 WEST 7TH STREET CHICO, CA 95928-4907							
2022/23	09/01/22	REQ23-00005	13-5310-0-0000-370 0-5890 CAFE LINEN SERVICE	517703076	09/05/22	Open		78.40		78.40
		2023 (001390)	13-5310-0-0000-3700-5890-000-000-00000							
						BatchId	Check Date	PO# PO23-00005	Register #	
2022/23	09/01/22	REQ23-00005	13-5310-0-0000-370 0-5890 CAFE LINEN SERVICE	517703091	09/05/22	Open		112.37		112.37
		2023 (001390)	13-5310-0-0000-3700-5890-000-000-00000							
						BatchId	Check Date	PO# PO23-00005	Register #	
						Total Invoice Amount		190.77	Check	
AP Vendor			MJB WELDING SUPPLY (000524/1) P O BOX 2166 CHICO, CA 95927							
2022/23	08/31/22	REQ23-00091	01-0350-0-6000-100 0-5890-100-053 AG CYLINDER RENTAL	1399720	09/05/22	Open		12.40		12.40
		2023 (000489)	01-0350-0-6000-1000-4300-100-053-00000							
		2023 (000493)	01-0350-0-6000-1000-5890-100-053-00000					12.40		
						BatchId	Check Date	PO# PO23-00091	Register #	
						Total Invoice Amount		12.40	Check	

Page 223 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor NAPA AUTO PARTS (000012/1) 402 WALKER ST ORLAND, CA 95963										
2022/23	08/02/22	REQ23-00018	01-0000-0-0000-810 0-4300 WINDOW LIFT MOTOR RET;	809758 REFUND	09/05/22	Open		74.71-		74.71-
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
				BatchId		Check Date		PO# PO23-00018	Register #	
2022/23	08/17/22	REQ23-00018	01-0000-0-0000-810 0-4300 WINDOW LIFT MOTOR	811770	09/05/22	Open		77.15		77.15
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
				BatchId		Check Date		PO# PO23-00018	Register #	
2022/23	08/17/22	REQ23-00018	01-0000-0-0000-810 0-4300 WINDOW REGULATOR	811771	09/05/22	Open		96.21		96.21
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
				BatchId		Check Date		PO# PO23-00018	Register #	
2022/23	08/19/22	REQ23-00018	01-0000-0-0000-810 0-4300 BIT SET	812029	09/05/22	Open		12.92		12.92
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
				BatchId		Check Date		PO# PO23-00018	Register #	
2022/23	08/22/22	REQ23-00018	01-0000-0-0000-810 0-4300 DEISEL WATER WETTER	812305	09/05/22	Open		47.15		47.15
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
				BatchId		Check Date		PO# PO23-00018	Register #	
Total Invoice Amount								158.72	Check	

AP Vendor NUSCO LLC (001035/1) PO BOX 954049 ST LOUIS, MO 63195										
2022/23	09/01/22	REQ23-00048	2700-5990-000/100/ 800 SEPT DIST PHONE SERVICE	SEPT 130679965	09/05/22	Open		382.64		382.64
		2023 (000122)	01-0000-0-0000-2700-5990-000-000-00000					76.53		
		2023 (000123)	01-0000-0-0000-2700-5990-100-000-00000					114.79		
		2023 (000124)	01-0000-0-0000-2700-5990-800-000-00000					191.32		

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		NUSCO LLC (001035/1)	(continued)							
				BatchId		Check Date		PO# PO23-00048	Register #	
						Total Invoice Amount		382.64	Check	
AP Vendor		OFFICE DEPOT INC (000309/1)								
		PO BOX 29248								
		PHOENIX, AZ 85038-9248								
2022/23	08/11/22	REQ23-00145	01-0000-0-1110-100-4300-800-J DUCNAS ART CLASS SUPPLIES	25495813002	09/05/22	Open		9.11		9.11
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00145	Register #	
F	2022/23	08/15/22	REQ23-00147	01-0000-0-1110-100-4300-800 S WHITTAKER CLASS SUPPLIES	256292496002	09/05/22	Open	35.94		35.94
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00147	Register #	
F	2022/23	08/12/22	REQ23-00168	01-0000-0-1110-100-4300-800 M ESQUIVAL CLASS SUPPLIES	257463164003	09/05/22	Open	3.54		3.54
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId		Check Date		PO# PO23-00168	Register #	
	2022/23	08/22/22	R23-00006	01-0000-0-1110-100-4300-100- M STEELE classroom supplies	262153389001	09/05/22	Open	128.80		128.80
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId		Check Date		PO# PO23-00202	Register #	
	2022/23	08/22/22	R23-00006	01-0000-0-1110-100-4300-100 M STEELE classroom supplies	262154959001	09/05/22	Open	25.62		25.62
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId		Check Date		PO# PO23-00202	Register #	

Page 225 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor OFFICE DEPOT INC (000309/1) (continued)											
2022/23	08/22/22	R23-00006	01-0000-0-1110-100 0-4300-100 M STEELE classroom supplies	26215496001	09/05/22	Open		29.70		29.70	
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId		Check Date		PO# PO23-00202	Register #		
2022/23	08/19/22	R23-00006	01-0000-0-1110-100 0-4300-100 M STEELE Classroom supplies	262154962001	09/05/22	Open		1.80		1.80	
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId		Check Date		PO# PO23-00202	Register #		
2022/23	08/19/22	R23-00006	01-0000-0-1110-100 0-4300-100 M STEELE CLASS SUPPLIES	262154964001	09/05/22	Open		20.42		20.42	
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId		Check Date		PO# PO23-00202	Register #		
F 2022/23	08/19/22	R23-00002	01-0000-0-1110-100 0-4300-100 R BOCAST math department	263155035001	09/05/22	Open		147.26		147.26	
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId		Check Date		PO# PO23-00198	Register #		
								Total Invoice Amount	402.19	Check	
AP Vendor ORLAND HARDWARE (000027/1) 820 FIFTH STREET ORLAND, CA 95963											
2022/23	07/28/22	REQ23-00017	01-0000-0-0000-810 0-4300-000-000-000 00	506343	09/05/22	Open		142.74		142.74	
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000			142.74					
		2023 (000919)	01-6387-0-3800-1000-4300-100-000-00000	BatchId		Check Date		PO# PO23-00017	Register #		
2022/23	08/04/22	REQ23-00017	01-0000-0-0000-810 0-4300-000-000-000 00	506988	09/05/22	Open		224.58		224.58	

Selection See last page for selection criteria

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor: ORLAND HARDWARE (000027/1) (continued) (continued)										
2022/23	08/04/22	REQ23-00017	01-0000-0-0000-810 0-4300-000-000-000 00	506988 (continued)	09/05/22	Open		(continued)		
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000					224.58		
		2023 (000919)	01-6387-0-3800-1000-4300-100-000-00000							
				BatchId		Check Date		PO# PO23-00017	Register #	
2022/23	08/10/22	REQ23-00017	01-0000-0-0000-810 0-4300-000-000-000 00	507614	09/05/22	Open		240.56		240.56
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000					240.56		
		2023 (000919)	01-6387-0-3800-1000-4300-100-000-00000							
				BatchId		Check Date		PO# PO23-00017	Register #	
2022/23	08/11/22	REQ23-00095	01-6387-0-3800-100 0-4300-100 CTEIG FOR AG	507771	09/05/22	Open		280.55		280.55
		2023 (000919)	01-6387-0-3800-1000-4300-100-000-00000							
				BatchId		Check Date		PO# PO23-00095	Register #	
2022/23	08/12/22	REQ23-00095	01-6387-0-3800-100 0-4300-100 CTEIG FOR AG	507806	09/05/22	Open		23.59		23.59
		2023 (000919)	01-6387-0-3800-1000-4300-100-000-00000							
				BatchId		Check Date		PO# PO23-00095	Register #	
2022/23	08/12/22	REQ23-00204	01-0350-0-6000-100 0-4300-100-054-OP EN FOR AG	507807	09/05/22	Open		756.95		756.95
		2023 (000490)	01-0350-0-6000-1000-4300-100-054-00000							
				BatchId		Check Date		PO# PO23-00210	Register #	
2022/23	08/12/22	REQ23-00095	01-6387-0-3800-100 0-4300-100 CTEIG FOR AG	507810	09/05/22	Open		110.49-		110.49-
		2023 (000919)	01-6387-0-3800-1000-4300-100-000-00000							
				BatchId		Check Date		PO# PO23-00095	Register #	
2022/23	08/15/22	REQ23-00017	01-0000-0-0000-810 0-4300-000-000-000 00	508061	09/05/22	Open		71.44		71.44
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000					71.44		
		2023 (000919)	01-6387-0-3800-1000-4300-100-000-00000							

Page 227 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor	ORLAND HARDWARE (000027/1)			(continued)						(continued)	
				BatchId		Check Date		PO# PO23-00017	Register #		
2022/23	08/17/22	REQ23-00017	01-0000-0-0000-810 0-4300-000-000-000 00	508247	09/05/22	Open		360.76		360.76	
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000					360.76			
		2023 (000919)	01-6387-0-3800-1000-4300-100-000-00000								
				BatchId		Check Date		PO# PO23-00017	Register #		
2022/23	08/22/22	REQ23-00092	01-0350-0-6000-100 0-4300-100-053 OPEN FOR AG DEPT	508663	09/05/22	Open		53.19		53.19	
		2023 (000489)	01-0350-0-6000-1000-4300-100-053-00000								
				BatchId		Check Date		PO# PO23-00092	Register #		
2022/23	08/22/22	R23-00007	01-0000-0-1110-100 0-4300-100 art teacher saw	508665	09/05/22	Open		126.06		126.06	
		2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000								
				BatchId		Check Date		PO# PO23-00203	Register #		
2022/23	08/23/22	REQ23-00092	01-0350-0-6000-100 0-4300-100-053 OPEN FOR AG DEPT	508749	09/05/22	Open		113.11		113.11	
		2023 (000489)	01-0350-0-6000-1000-4300-100-053-00000								
				BatchId		Check Date		PO# PO23-00092	Register #		
2022/23	08/25/22	REQ23-00092	01-0350-0-6000-100 0-4300-100-053 OPEN FOR AG DEPT	508979	09/05/22	Open		137.45		137.45	
		2023 (000489)	01-0350-0-6000-1000-4300-100-053-00000								
				BatchId		Check Date		PO# PO23-00092	Register #		
								Total Invoice Amount	2,420.49	Check	

AP Vendor	PG&E (000084/1) BOX 997300 SACRAMENTO, CA 95899-7300									
-----------	--	--	--	--	--	--	--	--	--	--

2022/23	08/22/22	REQ23-00016	01-0000-0-0000-810 0-5590-800 AUG ELEM	AUG 3699672995-4	09/05/22	Open		11,005.25		11,005.25
		2023 (000186)	01-0000-0-0000-8100-5590-000-000-00000							
		2023 (000187)	01-0000-0-0000-8100-5590-100-000-00000							
		2023 (000188)	01-0000-0-0000-8100-5590-300-000-00000							

Selection See last page for selection criteria

ESCAPE ONLINE

Page 228 of 245

Scheduled 09/05/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor PG&E (000084/1)			(continued)							
2022/23	08/22/22	REQ23-00016	01-0000-0-0000-8100-0-5590-800-AUG ELEM	AUG 3699672995-4 (continued)	09/05/22	Open		(continued)		
		2023 (000189)	01-0000-0-0000-8100-5590-800-000-00000	BatchId			11,005.25			
						Check Date		PO# PO23-00016	Register #	
2022/23	09/16/22	REQ23-00016	01-0000-0-0000-8100-0-5590-000/100-AUG HS & DIST	AUG 9921774729-6	09/05/22	Open		15,365.18		15,365.18
		2023 (000186)	01-0000-0-0000-8100-5590-000-000-00000				6,146.07			
		2023 (000187)	01-0000-0-0000-8100-5590-100-000-00000				9,219.11			
		2023 (000188)	01-0000-0-0000-8100-5590-300-000-00000							
		2023 (000189)	01-0000-0-0000-8100-5590-800-000-00000	BatchId						
						Check Date		PO# PO23-00016	Register #	
						Total Invoice Amount		26,370.43	Check	
AP Vendor PROPACIFIC FRESH (000763/1)										
CHICO DIVISION										
PO BOX 1069										
DURHAM, CA 95938										
2022/23	08/22/22	REQ23-00007	13-5310/5320-3700-4300/4700-000/049	6950000	09/05/22	Open		1,113.31		1,113.31
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000				39.63			
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				884.81			
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000							
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000	BatchId			188.87			
						Check Date		PO# PO23-00007	Register #	
2022/23	08/22/22	REQ23-00007	13-5310-0-3700-4700	6950014	09/05/22	Open		662.14		662.14
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000							
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				662.14			
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000							
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000	BatchId						
						Check Date		PO# PO23-00007	Register #	
2022/23	08/29/22	REQ23-00007	13-5310/5320-3700-4700-000/049	6951769	09/05/22	Open		997.41		997.41
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000							
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				867.88			
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000							

Page 229 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			PROPACIFIC FRESH (000763/1)			(continued)			(continued)		
2022/23	08/29/22	REQ23-00007	13-5310/5320-3700-4700-000/049	6951769 (continued)	09/05/22	Open		(continued)			
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000			129.53					
				BatchId		Check Date		PO# PO23-00007	Register #		
2022/23	08/29/22	REQ23-00007	13-5310-3700-4700-6951777	6951777	09/05/22	Open		521.64		521.64	
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000								
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			521.64					
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000								
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000								
				BatchId		Check Date		PO# PO23-00007	Register #		
2022/23	08/29/22	REQ23-00007	13-5310-3700-4700-6951941	6951941	09/05/22	Open		202.82		202.82	
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000								
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			202.82					
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000								
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000								
				BatchId		Check Date		PO# PO23-00007	Register #		
Total Invoice Amount								3,497.32	Check		
AP Vendor			QUILL CORPORATION (000134/1)								
			PO BOX 37600								
			PHILADELPHIA, PA 19101-0600								
F	2022/23	08/12/22	REQ23-00186	01-0000-0-1110-100-0-4300-800	27023696	09/05/22	Open	163.01		163.01	
				BROTHER PRINTER							
				ROSA RIVERA							
		2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000								
				BatchId		Check Date		PO# PO23-00186	Register #		
F	2022/23	08/19/22	REQ23-00197	01-1100-0-1110-100-0-4300-100 HS	27155909	09/05/22	Open	2,743.53		2,743.53	
				LIBRARY							
				INK/TONER							
		2023 (000560)	01-1100-0-1110-1000-4300-100-000-00000								
				BatchId		Check Date		PO# PO23-00208	Register #		
Total Invoice Amount								2,906.54	Check		
AP Vendor			SACRAMENTO VALLEY MIRROR (000087/1)								
			138 W SYCAMORE ST								
			WILLOWS, CA 95988								

Page 230 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			SACRAMENTO VALLEY MIRROR (000087/1)		(continued)					
F	2022/23	08/18/22	REQ23-00176	01-0000-0-0000-711 0-5830-000 PUBLIC NOTICE 8/24/22	929	09/05/22	Open	73.80		73.80
			2023 (000145)	01-0000-0-0000-7110-5830-000-000-00000						
				BatchId		Check Date		PO# PO23-00176	Register #	
						Total Invoice Amount		73.80	Check	
AP Vendor			SCHOOL SERVICES OF CALIF INC (000137/1)							
			PO BOX 516613							
			LOS ANGELES, CA 90051-0599							
F	2022/23	08/25/22	REQ23-00072	01-0000-0-0000-730 0-5300 HR NETWORK MEMBERSHIP	PO31408-IN	09/05/22	Open	195.00		195.00
			2023 (002335)	01-0000-0-0000-7300-5300-000-000-00000						
				BatchId		Check Date		PO# PO23-00072	Register #	
						Total Invoice Amount		195.00	Check	
AP Vendor			SCHOOL SPECIALTY (000466/1)							
			32656 COLLECTION CENTER DRIVE							
			CHICAGO, IL 60693-0326							
F	2022/23	08/24/22	REQ23-00138	01-0000-0-1110-100 0-4300-800 M ESQUIVAL CALIFONE HEADPHONES	208130746977	09/05/22	Open	956.99		956.99
			2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000						
				BatchId		Check Date		PO# PO23-00138	Register #	
						Total Invoice Amount		956.99	Check	
AP Vendor			SMALL SCHOOL DISTRICTS ASSN (000191/1)							
			PO BOX 276045							
			SACRAMENTO, CA 95827							
F	2022/23	08/17/22	R23-00017	01-0000-0-0000-270 0-5300-Renewal Membership 22-23	17-04575	09/05/22	Open	675.00		675.00
			2023 (000110)	01-0000-0-0000-2700-5300-000-000-00000						
				BatchId		Check Date		PO# PO23-00213	Register #	

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/05/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
								Total Invoice Amount	675.00	Check	
AP Vendor T-MOBILE (002107/1) PO BOX 742596 CINCINNATI, OH 45274-2596											
2022/23	08/25/22	REQ23-00105	01-3213-0-1110-100	OCT 982483686	09/05/22	Open		789.80		789.80	
0-5890-75 HOT SPOTS FOR STUDENT ACCESS 2023 (002116) 01-3213-0-1110-1000-5890-000-000-00000											
						BatchId	Check Date	PO# PO23-00105	Register #		
								Total Invoice Amount	789.80	Check	
Direct Employee VOGESANG, MARGRIT N (000380) 2383 ENGLAND STREET CHICO, CA 95928											
2022/23	08/24/22		12-6105-0-1110-100	REIMB CVS	09/05/22	Open		24.98		24.98	
0-4300: PHOTO PROCES AND PRESCH SUPPLIES 2023 (001349) 12-6105-0-1110-1000-4300-000-000-00000											
								Total Invoice Amount	24.98	Check	

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	126,143.68	1,406,799.28-	1,532,942.96-
11	476.00	5,270.05-	5,746.05-
12	618.06	44,884.41	44,266.35
13	13,995.35	39,933.30-	53,928.65-
Total	141,233.09		

Batch # 331

Number of Payments	77	
Number of Checks	35	\$141,233.09
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$141,233.09	
Total Unpaid Sales Tax	\$.00	
Total Expense Amount	\$141,233.09	

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	5
\$100 - \$499	8
\$500 - \$999	8
\$1,000 - \$4,999	11
\$5,000 - \$9,999	
\$10,000 - \$14,999	1
\$15,000 - \$99,999	2
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

***** ITEMS OF INTEREST *****

* Number of payments to a different vendor
 ! Number of Prepaid payments
 @ Number of Liability payments
 & Number of Employee Also Vendors
 ? denotes check name different than payment name
 F denotes Final Payment

Report Totals -	Payment Count	77	Check Count	35	ACH Count	0	vCard Count	0	Total Check/Advice Amount	\$141,233.09
									\$667,613.07	

Report Sorted by AP Check Order Option, Filtered by (Org = 12, Payment Method = N, Payment Type = N, Payment Status(s) IN ('-1'), On Hold? = N,
 Selection Starting Schedule Date = 7/1/2022, Ending Schedule Date = 9/5/2022, Page Break by Check/Advice? = N, Zero? = Y)
 Criteria

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/10/2022											
										Bank Account COUNTY - County Bank Account	
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor ACSA (000005/1) 1575 BAYSHORE HWY BURLINGAME, CA 94010											
F	2022/23	09/03/22	REQ23-00200	01-0000-0-0000-715 0-5200 JP REGIST FOR ACSA SUMMIT NOV 3-5	INV24311	09/10/22	Paid	Printed	649.00		649.00
2023 (000161) 01-0000-0-0000-7150-5200-000-000-00000											
Check #	40334091		Batchld AP09142022		Check Date 09/14/22		PO# PO23-00211		Register # 000024		
Total Invoice Amount								649.00			
AP Vendor BLICK ART MATERIALS (000911/1) 6910 EAGLE WAY CHICAGO, IL 60678-1069											
	2022/23	08/31/22	R23-00004	01-0000-0-1110-100 0-4300-100 S WILKES art teacher supplies	9128634	09/10/22	Paid	Printed	257.24		257.24
2023 (000243) 01-0000-0-1110-1000-4300-100-000-00000											
Check #	40334092		Batchld AP09142022		Check Date 09/14/22		PO# PO23-00200		Register # 000024		
Total Invoice Amount								257.24			
AP Vendor CALIFORNIA WATER SERVICE CO (000053/1) 2222 DR MARTIN LUTHER KING JR PARKWAY CHICO, CA 95928											
	2022/23	08/25/22	REQ23-00022	01-0000-0-0000-810 0-5590-800-277 CAPAY AVE	AUG 0669843652	09/10/22	Paid	Printed	1,270.37		1,270.37
2023 (000186) 01-0000-0-0000-8100-5590-000-000-00000											
2023 (000187) 01-0000-0-0000-8100-5590-100-000-00000											
2023 (000188) 01-0000-0-0000-8100-5590-300-000-00000											
2023 (000189) 01-0000-0-0000-8100-5590-800-000-00000											
Check #	40334093		Batchld AP09142022		Check Date 09/14/22		PO# PO23-00022		Register # 000024		
	2022/23	08/31/22	REQ23-00022	01-0000-0-0000-810 0-5590-HWY 32 & 45 PFS	AUG 3141117777	09/10/22	Paid	Printed	55.69		55.69
2023 (000186) 01-0000-0-0000-8100-5590-000-000-00000											
2023 (000187) 01-0000-0-0000-8100-5590-100-000-00000											
2023 (000188) 01-0000-0-0000-8100-5590-300-000-00000											
2023 (000189) 01-0000-0-0000-8100-5590-800-000-00000											

Page 234 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/10/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			CALIFORNIA WATER SERVICE CO (000053/1) (continued)						(continued)		
2022/23	08/31/22	REQ23-00022	01-0000-0-0000-810 0-5590-HWY 32 & 45 PFS	AUG 3141117777 (continued)	09/10/22	Paid	Printed	(continued)			
Check #	40334093		2023 (000189) 01-0000-0-0000-8100-5590-800-000-00000	BatchId AP09142022		Check Date 09/14/22		PO# PO23-00022	Register # 000024		
2022/23	08/25/22	REQ23-00022	01-0000-0-0000-810 0-5590- HWY 32 & 45 PFS	AUG 4141117777	09/10/22	Paid	Printed	55.69		55.69	
			2023 (000186) 01-0000-0-0000-8100-5590-000-000-00000			55.69					
			2023 (000187) 01-0000-0-0000-8100-5590-100-000-00000								
			2023 (000188) 01-0000-0-0000-8100-5590-300-000-00000								
			2023 (000189) 01-0000-0-0000-8100-5590-800-000-00000								
Check #	40334093			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00022	Register # 000024		
2022/23	08/25/22	REQ23-00022	01-0000-0-0000-810 0-5590-300-HWY 32 ELLAB	AUG 6314177777	09/10/22	Paid	Printed	538.72		538.72	
			2023 (000186) 01-0000-0-0000-8100-5590-000-000-00000								
			2023 (000187) 01-0000-0-0000-8100-5590-100-000-00000								
			2023 (000188) 01-0000-0-0000-8100-5590-300-000-00000			538.72					
			2023 (000189) 01-0000-0-0000-8100-5590-800-000-00000								
Check #	40334093			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00022	Register # 000024		
2022/23	08/26/22	REQ23-00022	01-0000-0-0000-810 0-5590- HWY 32 & 48 DIST	AUG 7314177777	09/10/22	Paid	Printed	1,285.21		1,285.21	
			2023 (000186) 01-0000-0-0000-8100-5590-000-000-00000			1,285.21					
			2023 (000187) 01-0000-0-0000-8100-5590-100-000-00000								
			2023 (000188) 01-0000-0-0000-8100-5590-300-000-00000								
			2023 (000189) 01-0000-0-0000-8100-5590-800-000-00000								
Check #	40334093			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00022	Register # 000024		
Total Invoice Amount								3,205.68			

Page 235 of 245

AP Vendor		CORNELL DISTRIBUTING (000028/1) CRYSTAL DAIRY DISTRIBUTOR 1233 GLENN HAVEN DRIVE CHICO, CA 95926								
2022/23	06/20/22	REQ23-00020	13-5320-0-0000-370 0-4700-000-049-	424009	09/10/22	Paid	Printed	261.35		261.35
			2023 (001387) 13-5310-0-0000-3700-4700-000-000-00000							

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/10/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	CORNELL DISTRIBUTING (000028/1)		(continued)							
2022/23	06/20/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-049-	424009 (continued)	09/10/22	Paid	Printed	(continued)		
Check #	2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000		BatchId AP09142022		261.35	Check Date 09/14/22	PO# PO23-00020	Register # 000024	
2022/23	07/05/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	424018	09/10/22	Paid	Printed	149.34		149.34
Check #	2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				74.67				
Check #	2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000		BatchId AP09142022		74.67	Check Date 09/14/22	PO# PO23-00020	Register # 000024	
2022/23	07/18/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	424020	09/10/22	Paid	Printed	186.68		186.68
Check #	2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				93.34				
Check #	2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000		BatchId AP09142022		93.34	Check Date 09/14/22	PO# PO23-00020	Register # 000024	
2022/23	08/08/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-049	424021	09/10/22	Paid	Printed	448.02		448.02
Check #	2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				448.02				
Check #	2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000		BatchId AP09142022			Check Date 09/14/22	PO# PO23-00020	Register # 000024	
2022/23	08/08/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-049	424022	09/10/22	Paid	Printed	74.67		74.67
Check #	2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				74.67				
Check #	2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000		BatchId AP09142022			Check Date 09/14/22	PO# PO23-00020	Register # 000024	
2022/23	08/11/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	424023	09/10/22	Paid	Printed	336.27		336.27
Check #	2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				224.18				
Check #	2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000		BatchId AP09142022		112.09	Check Date 09/14/22	PO# PO23-00020	Register # 000024	
2022/23	08/15/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	424035	09/10/22	Paid	Printed	336.27		336.27
Check #	2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				224.18				
Check #	2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000		BatchId AP09142022		112.09	Check Date 09/14/22	PO# PO23-00020	Register # 000024	
2022/23	08/18/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	424074	09/10/22	Paid	Printed	336.27		336.27
Check #	2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000				224.18				

Page 236 of 245

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/10/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			CORNELL DISTRIBUTING (000028/1)			(continued)			(continued)		
2022/23	08/18/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	424074 (continued)	09/10/22	Paid	Printed	(continued)			
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000			112.09					
Check #	40334094			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00020	Register # 000024		
2022/23	08/22/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	424086	09/10/22	Paid	Printed	336.27		336.27	
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			224.18					
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000			112.09					
Check #	40334094			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00020	Register # 000024		
2022/23	07/11/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	432025	09/10/22	Paid	Printed	186.68		186.68	
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			93.34					
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000			93.34					
Check #	40334094			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00020	Register # 000024		
2022/23	08/25/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	435227	09/10/22	Paid	Printed	560.28		560.28	
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			186.76					
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000			373.52					
Check #	40334094			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00020	Register # 000024		
2022/23	08/29/22	REQ23-00020	13-5320-0-0000-370-0-4700-000-000/049	435256	09/10/22	Paid	Printed	224.01		224.01	
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			74.67					
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000			149.34					
Check #	40334094			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00020	Register # 000024		
Total Invoice Amount								3,436.11			

AP Vendor			CROSSROADS EQUIPMENT LEASE & FINANCE (001268/1) PO BOX 101285 PASADENA, CA 91189-1285								
F	2022/23	09/08/22	REQ23-00081	01-0000-0-0000-910-0/9640-5890- PMT#3 NEW BUS FINAL	612398	09/10/22	Paid	Printed	4,890.65	4,890.65	
		2023 (000048)	01-0000-0- - -9640- - -			4,570.53					
		2023 (000197)	01-0000-0-0000-9100-5890-000-000-00000			320.12					
Check #	40334095			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00081	Register # 000024		
Total Invoice Amount								4,890.65			

Selection See last page for selection criteria

ESCAPE ONLINE

Page 237 of 245

Scheduled 09/09/2022 - 09/10/2022										
Bank Account COUNTY - County Bank Account										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor DANIELSON CO (000764/1) 435 SOUTHGATE CT CHICO, CA 95928										
2022/23	09/06/22	REQ23-00025	13-5310-0-0000-370-0-4700-	284898	09/10/22	Paid	Printed	426.24		426.24
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000							
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			426.24				
		2023 (001390)	13-5310-0-0000-3700-5890-000-000-00000							
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000							
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000							
Check #	40334096			BatchId AP09142022		Check Date 09/14/22	PO# PO23-00025		Register # 000024	
2022/23	09/08/22	REQ23-00025	13-5310-0-0000-370-285060-0-4700-000/049		09/10/22	Paid	Printed	1,665.30		1,665.30
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000							
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			1,503.23				
		2023 (001390)	13-5310-0-0000-3700-5890-000-000-00000							
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000							
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000			162.07				
Check #	40334096			BatchId AP09142022		Check Date 09/14/22	PO# PO23-00025		Register # 000024	
Total Invoice Amount								2,091.54		
AP Vendor EAI EDUCATION (002118/1) 118 BAUER DRIVE OAKLAND, NJ 07436-7048										
F	2022/23	09/06/22	REQ23-00119	01-9812-0-1110-100-0-4300-100-TI-84-PLUS CALCULATORS	INV1206661	09/10/22	Paid	Printed	8,441.12	8,441.12
			2023 (001190)	01-9812-0-1110-1000-4300-100-000-00000						
Check #	40334097			BatchId AP09142022		Check Date 09/14/22	PO# PO23-00119		Register # 000024	
Total Invoice Amount								8,441.12		
AP Vendor FERGUSON PLUMBING (001381/1) 171 COMMERCIAL AVENUE CHICO, CA 95973										
	2022/23	09/06/22	REQ22-00027	01-3213-0-0000-850-0-6200-100-HS-FLOOR MOUNT	0150767	09/10/22	Paid	Printed	6,687.84	6,687.84
			2023 (002265)	01-3213-0-0000-8500-6200-100-000-00000			6,687.84			
			2023 (001874)	01-3213-0-0000-8500-6200-800-000-00000						
Selection	See last page for selection criteria									

Page 238 of 245

Scheduled 09/09/2022 - 09/10/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor FERGUSON PLUMBING (001381/1) (continued)											
Check #	40334098			Batchld	AP09142022	Check Date	09/14/22	PO#	PO22-00522	Register #	000024
Total Invoice Amount								6,687.84			
AP Vendor FLORA FRESH (000460/1) 1127 FEE DRIVE SACRAMENTO, CA 95815											
2022/23	07/14/22	REQ23-00205	01-0350-0-6000-100-071422		09/10/22	Paid	Printed	945.04		945.04	
2023 (000488) 01-0350-0-6000-1000-4300-100-052-00000											
Check #	40334099			Batchld	AP09142022	Check Date	09/14/22	PO#	PO23-00215	Register #	000024
Total Invoice Amount								945.04			
AP Vendor GREENHOUSE MEGASTORE (000782/1) 70 EASTGATE DRIVE DANVILLE, IL 61834											
F	2022/23	09/06/22	REQ23-00214	01-7010-0-3800-100-04300-100-SO00067441	09/10/22	Paid	Printed	989.71		989.71	
2023 (000933) 01-7010-0-3800-1000-4300-100-000-00000											
Check #	40334100			Batchld	AP09142022	Check Date	09/14/22	PO#	PO23-00238	Register #	000024
Total Invoice Amount								989.71			
Direct Vendor HAMILTON UNIFIED REVOLVING FND (000114/1) P O BOX 488 HAMILTON CITY, CA 95951											
2022/23	09/07/22		01-0000-0-1110-100-05890-000-000000	1696	09/10/22	Paid	Printed	100.00		100.00	
2023 (000292) 01-0000-0-1110-1000-5890-000-000-00000											
Check #	40334101			Batchld	AP09142022	Check Date	09/14/22	PO#		Register #	000024
Total Invoice Amount								100.00			
AP Vendor LAKESHORE LEARNING (000079/1) 2695 E. DOMINGUEZ STREET CARSON, CA 90895											
F	2022/23	08/30/22	REQ23-00107	12-6105-0-1110-100-04300-286808083022	09/10/22	Paid	Printed	13.93		13.93	
2023 (001349) 12-6105-0-1110-1000-4300-000-00000											
Check #	40334102			Batchld	AP09142022	Check Date	09/14/22	PO#	PO23-00107	Register #	000024

Page 239 of 245

Selection See last page for selection criteria

Scheduled 09/09/2022 - 09/10/2022 **Bank Account COUNTY - County Bank Account**

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
-------------	--------------	-------	---------	-----------------------------	-------	--------------	--------------	----------------	------------------	----------------

Total Invoice Amount 13.93

AP Vendor LES SCHWAB (000078/1)
1306 6TH STREET
ORLAND, CA 95963

2022/23	08/20/22	REQ23-00010	01-0000-0-0000-810 0-5630-TRAILER TIRE REPLACEMENT	61900567377	09/10/22	Paid	Printed	254.44		254.44
		2023 (000131)	01-0000-0-0000-3600-4300-000-000-00000							
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							
		2023 (000190)	01-0000-0-0000-8100-5630-000-000-00000			254.44				

Check # 40334103 BatchId AP09142022 Check Date 09/14/22 PO# PO23-00010 Register # 000024
Total Invoice Amount 254.44

AP Vendor MCGRAW-HILL SCHOOL EDUCATION (000125/1)
LOCKBOX# 71545
CHICAGO, IL 60694-1545

2022/23	08/24/22	REQ23-00078	01-6300-0-1110-100 0-4100-800-ELEM MATH SPANISH	123853311001	09/10/22	Paid	Printed	1,663.62		1,663.62
		2023 (000890)	01-6300-0-1110-1000-4100-800-000-00000							

Check # 40334104 BatchId AP09142022 Check Date 09/14/22 PO# PO23-00078 Register # 000024
Total Invoice Amount 1,663.62

AP Vendor MISSION UNIFORM & LINEN (000592/1)
1340 WEST 7TH STREET
CHICO, CA 95928-4907

2022/23	07/07/22	REQ23-00005	13-5310-0-0000-370 0-5890-	517361401	09/10/22	Paid	Printed	110.97		110.97
		2023 (001390)	13-5310-0-0000-3700-5890-000-000-00000							

Check # 40334105 BatchId AP09142022 Check Date 09/14/22 PO# PO23-00005 Register # 000024
Total Invoice Amount 110.97

AP Vendor NAPA AUTO PARTS (000012/1)
402 WALKER ST
ORLAND, CA 95963

2022/23	09/07/22	REQ23-00018	01-0000-0-0000-810 0-4300-	814217	09/10/22	Paid	Printed	391.88		391.88
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000							

Selection See last page for selection criteria

Page 240 of 245

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/10/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			NAPA AUTO PARTS (000012/1)		(continued)					
Check #	40334106			BatchId	AP09142022	Check Date	09/14/22	PO# PO23-00018	Register #	000024
Total Invoice Amount								391.88		
AP Vendor			OFFICE DEPOT INC (000309/1)							
			PO BOX 29248							
			PHOENIX, AZ 85038-9248							
2022/23	08/31/22	REQ23-00145	01-0000-0-1110-100	254925813003	09/10/22	Paid	Printed	51.03		51.03
			0-4300-800-S							
			WILKES ART							
			SUPPLIES							
Check #	40334107	2023 (000257)	01-0000-0-1110-1000-4300-800-000-00000	BatchId	AP09142022	Check Date	09/14/22	PO# PO23-00145	Register #	000024
F	2022/23	09/09/22	REQ23-00128	MATH DEPT	CLOSE	09/09/22	Paid	Printed		
			SUPPLIES							
Check #	40334107	2023 (000243)	01-0000-0-1110-1000-4300-100-000-00000	BatchId	AP09142022	Check Date	09/14/22	PO# PO23-00128	Register #	000024
Total Invoice Amount								51.03		
AP Vendor			PROPACIFIC FRESH (000763/1)							
			CHICO DIVISION							
			PO BOX 1069							
			DURHAM, CA 95938							
2022/23	09/02/22	REQ23-00007	13-5310-0-0000-370	6953012	09/10/22	Paid	Printed	1,231.49		1,231.49
			0-4700-000/049							
			2023 (001385) 13-5310-0-0000-3700-4300-000-000-00000							
			2023 (001387) 13-5310-0-0000-3700-4700-000-000-00000			1,049.15				
			2023 (001413) 13-5320-0-0000-3700-4300-000-049-00000							
			2023 (001414) 13-5320-0-0000-3700-4700-000-049-00000			182.34				
Check #	40334108			BatchId	AP09142022	Check Date	09/14/22	PO# PO23-00007	Register #	000024
2022/23	09/02/22	REQ23-00007	13-5310-0-0000-370	6953016	09/10/22	Paid	Printed	641.53		641.53
			0-4700-000							
			2023 (001385) 13-5310-0-0000-3700-4300-000-000-00000							
			2023 (001387) 13-5310-0-0000-3700-4700-000-000-00000			641.53				
			2023 (001413) 13-5320-0-0000-3700-4300-000-049-00000							
			2023 (001414) 13-5320-0-0000-3700-4700-000-049-00000							
Check #	40334108			BatchId	AP09142022	Check Date	09/14/22	PO# PO23-00007	Register #	000024
2022/23	09/07/22	REQ23-00007	13-5310-0-0000-370	WC6954705	09/10/22	Paid	Printed	95.82		95.82
			0-4700-000							

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/10/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			PROPACIFIC FRESH (000763/1) (continued)		(continued)					
2022/23	09/07/22	REQ23-00007	13-5310-0-0000-370-0-4700-000	WC6954705 (continued)	09/10/22	Paid	Printed	(continued)		
		2023 (001385)	13-5310-0-0000-3700-4300-000-000-00000							
		2023 (001387)	13-5310-0-0000-3700-4700-000-000-00000			95.82				
		2023 (001413)	13-5320-0-0000-3700-4300-000-049-00000							
		2023 (001414)	13-5320-0-0000-3700-4700-000-049-00000							
Check #	40334108			BatchId AP09142022		Check Date 09/14/22	PO# PO23-00007	Register # 000024		
						Total Invoice Amount	1,968.84			
Direct Vendor			TOYOTA MATERIAL HANDLING RJMS CORP (002036/1) BOX 398526 SAN FRANCISCO, CA 94139-8526							
2022/23	05/06/22		11-6391-0-4110-100-0-5890-000-021-AD	LS7L32 FORKLIFT SERV	09/10/22	Paid	Printed	170.00		170.00
			ULT ED FORKLIFT SERVICE							
		2023 (001296)	11-6391-0-4110-1000-5890-000-021-00000							
Check #	40334109			BatchId AP09142022		Check Date 09/14/22	PO#	Register # 000024		
						Total Invoice Amount	170.00			
AP Vendor			WASTE MANAGEMENT (000377/1) BOX 541065 LOS ANGELES, CA 90054-1065							
2022/23	09/01/22	REQ23-00002	01-0000-0-0000-810-0-5590-000/100	SEPT 40236285003	09/10/22	Paid	Printed	1,551.64		1,551.64
		2023 (000186)	01-0000-0-0000-8100-5590-000-000-00000			620.65				
		2023 (000187)	01-0000-0-0000-8100-5590-100-000-00000			930.99				
		2023 (000188)	01-0000-0-0000-8100-5590-300-000-00000							
		2023 (000189)	01-0000-0-0000-8100-5590-800-000-00000							
Check #	40334110			BatchId AP09142022		Check Date 09/14/22	PO# PO23-00002	Register # 000024		
2022/23	09/01/22	REQ23-00002	01-0000-0-0000-810-0-5590-800-	SEPT 40238215004	09/10/22	Paid	Printed	627.86		627.86
		2023 (000186)	01-0000-0-0000-8100-5590-000-000-00000							
		2023 (000187)	01-0000-0-0000-8100-5590-100-000-00000							
		2023 (000188)	01-0000-0-0000-8100-5590-300-000-00000							
		2023 (000189)	01-0000-0-0000-8100-5590-800-000-00000			627.86				
Check #	40334110			BatchId AP09142022		Check Date 09/14/22	PO# PO23-00002	Register # 000024		

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/10/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			WASTE MANAGEMENT (000377/1)			(continued)		(continued)			
2022/23	09/01/22	REQ23-00002	01-0000-0-0000-810-0-5590-800	SEPT 40238285009	09/10/22	Paid	Printed	482.19		482.19	
		2023 (000186)	01-0000-0-0000-8100-5590-000-000-00000								
		2023 (000187)	01-0000-0-0000-8100-5590-100-000-00000								
		2023 (000188)	01-0000-0-0000-8100-5590-300-000-00000								
		2023 (000189)	01-0000-0-0000-8100-5590-800-000-00000			482.19					
Check #	40334110			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00002		Register # 000024	
2022/23	09/01/22	REQ23-00002	01-0000-0-0000-810-0-5590-300	SEPT 40238905009	09/10/22	Paid	Printed	294.94		294.94	
		2023 (000186)	01-0000-0-0000-8100-5590-000-000-00000								
		2023 (000187)	01-0000-0-0000-8100-5590-100-000-00000								
		2023 (000188)	01-0000-0-0000-8100-5590-300-000-00000			294.94					
		2023 (000189)	01-0000-0-0000-8100-5590-800-000-00000								
Check #	40334110			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00002		Register # 000024	
Total Invoice Amount								2,956.63			
AP Vendor			WEST COAST PAPER (000743/1)								
			4041 EASTSIDE ROAD								
			REDDING, CA 96001								
2022/23	04/26/22	REQ23-00029	01-0000-0-0000-810-0-4300-	12738810 CR	09/10/22	Paid	Printed	67.92-		67.92-	
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000								
Check #	40334111			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00029		Register # 000024	
2022/23	04/26/22	REQ23-00029	01-0000-0-0000-810-0-4300-	12738811 CR	09/10/22	Paid	Printed	203.75-		203.75-	
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000								
Check #	40334111			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00029		Register # 000024	
2022/23	04/22/22	REQ23-00029	01-0000-0-0000-810-0-4300-	12744663	09/10/22	Paid	Printed	36.83		36.83	
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000								
Check #	40334111			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00029		Register # 000024	
2022/23	08/18/22	REQ23-00029	01-0000-0-0000-810-0-4300-	12884647 CR	09/10/22	Paid	Printed	54.88-		54.88-	
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000								
Check #	40334111			BatchId AP09142022		Check Date 09/14/22		PO# PO23-00029		Register # 000024	
2022/23	08/12/22	REQ23-00029	01-0000-0-0000-810-0-4300-	12888327	09/10/22	Paid	Printed	57.16		57.16	
		2023 (002264)	01-0000-0-0000-8100-4300-000-000-00000								

Selection See last page for selection criteria

ESCAPE ONLINE

Scheduled 09/09/2022 - 09/10/2022

Bank Account COUNTY - County Bank Account

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	WEST COAST PAPER (000743/1)			(continued)						(continued)
Check #	40334111			Batchld AP09142022		Check Date 09/14/22	PO# PO23-00029		Register # 000024	
2022/23	08/10/22	REQ23-00029	01-0000-0-0000-810-0-4300-	12897653	09/10/22	Paid	Printed	30.27		30.27
	2023	(002264)	01-0000-0-0000-8100-4300-000-0000-00000							
Check #	40334111			Batchld AP09142022		Check Date 09/14/22	PO# PO23-00029		Register # 000024	
2022/23	08/19/22	REQ23-00029	01-0000-0-0000-810-0-4300-	12897654	09/10/22	Paid	Printed	79.59		79.59
	2023	(002264)	01-0000-0-0000-8100-4300-000-0000-00000							
Check #	40334111			Batchld AP09142022		Check Date 09/14/22	PO# PO23-00029		Register # 000024	
2022/23	09/01/22	REQ23-00029	01-0000-0-0000-810-0-4300-	12914439	09/10/22	Paid	Printed	255.45		255.45
	2023	(002264)	01-0000-0-0000-8100-4300-000-0000-00000							
Check #	40334111			Batchld AP09142022		Check Date 09/14/22	PO# PO23-00029		Register # 000024	
2022/23	09/06/22	REQ23-00029	01-0000-0-0000-810-0-4300-	12917906	09/10/22	Paid	Printed	235.52		235.52
	2023	(002264)	01-0000-0-0000-8100-4300-000-0000-00000							
Check #	40334111			Batchld AP09142022		Check Date 09/14/22	PO# PO23-00029		Register # 000024	
Total Invoice Amount								368.27		

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	31,852.15	1,689,623.95-	1,721,476.10-
11	170.00	15,850.67-	16,020.67-
12	13.93	44,252.42	44,238.49
13	7,607.46	11,135.54	3,528.08
Total	39,643.54		

Number of Payments	51	
Number of Checks	21	\$28,846.92
Number of ACH Advice	0	
Number of vCard Advice	0	
Total Check/Advice Amount	\$39,643.54	
Total Unpaid Sales Tax	\$.00	
Total Expense Amount	\$39,643.54	

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS		
\$0 - \$99		2
\$100 - \$499		7
\$500 - \$999		3
\$1,000 - \$4,999		7
\$5,000 - \$9,999		2
\$10,000 - \$14,999		
\$15,000 - \$99,999		
\$100,000 - \$199,999		
\$200,000 - \$499,999		
\$500,000 - \$999,999		
\$1,000,000 -		

***** ITEMS OF INTEREST *****

- * Number of payments to a different vendor
- ! Number of Prepaid payments
- @ Number of Liability payments
- & Number of Employee Also Vendors

? denotes check name different than payment name
 F denotes Final Payment

Batch # 348

Chris Devries 9/17/22
 Prepared by _____ Date _____
 Authenticated by _____ Date _____

Page 245 of 245

Report Totals -	Payment Count	51	Check Count	21	ACH Count	0	vCard Count	0	Total Check/Advice Amount	\$39,643.54
------------------------	---------------	----	-------------	----	-----------	---	-------------	---	---------------------------	-------------

Report Selection Criteria Sorted by AP Check Order Option, Filtered by (Org = 12, Payment Method = N, Payment Type = N, Payment Status(s) IN ('2'), On Hold? = N, Starting Schedule Date = 7/1/2022, Ending Schedule Date = 9/15/2022, Approval Batch Id(s) = 000348, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE Page 12 of 12

012 - Hamilton Unified School District

Generated for Chris Devries (CHRISDEVRIES), Sep 15 2022 1:57PM