

COTTONWOOD UNION SCHOOL DISTRICT
20512 West First Street
Cottonwood, CA 96022

AGENDA FOR Tuesday, October 20, 2026 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Rules and Procedures

The Cottonwood Union School District Board desires that its meetings be conducted in an open fashion and encourages public participation. Persons attending a meeting who wish to speak concerning an agenda item should notify the Board Chairperson of their desire to speak prior to the start of the meeting and should come forward during the time set aside for public comment and communication. It may be necessary, at times, for the Chairperson to limit discussions due to time considerations.

Arrangements to place an item on the agenda and make a presentation concerning said item must be established with the Superintendent, or any Board Member, at least ten calendar days in advance of the meeting. The request to address the Board shall be submitted in writing and the proposed stated in, or with, the request.

1.0 Call Regular Meeting to Order

2.0 Pledge of Allegiance

3.0 Approval of Agenda

4.0 Recognition (Students, Staff, Curriculum)
North Star Students

5.0 Public Forum/Hearing of Person Wishing to Address the Board

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures: At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code [35145.5](#), Government Code [54954.2](#)) Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code

[54954.2](#)) Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. Comments shall be limited to 3 minutes per person and 20 minutes for all comments, unless different time limits are set by the Chairman subject to the approval of the Board.

6.0 Consent Agenda

6.1 Review of Consent Agenda

6.1.1 Approval of Board Meeting Minutes for:

Regular Board Minutes Meeting Held: October 20, 2026(pgs.5-9)

6.1.2 Approval to Hire: Kimberly Cummins, Café- West

6.1.3 Accept letter of Resignation from: None at this time

6.1.4 Consider Approval of the following contracts:

Change orders summary for fence project at North Cottonwood from SnL(pgs.10-15)

Service agreement between CWUSD and Raising Shasta dba Shasta County Abuse Prevention Coordination Council(pgs.16-28)

Agreement between Flashlight Learning and CWUSD EL Curriculum Assessments (pgs.29- 31)

6.2 Approval of Consent Agenda

7.0 Discussion/Action Items

- 7.1 Consider Approval of Commercial Warrants (pgs.32-39)**
- 7.2 Consider Approval of MOU for Independent Studies Stipend for The Secretary at West and Site Clerk at West and North (page 40)**
 - North Site Clerk - \$625 per Fiscal Year**
 - West Site Clerk - \$1250 per Fiscal Year**
 - West Secretary - \$1250 per Fiscal Year**
 -
- 7.3 Consider Approval of Contract with BUSWEST to Purchase of a New Bus(pgs.41-54)**
- 7.4 Consider Approval of MOU between CWUSD and CTA (page 55)**
 - Curriculum Teacher Stipend West - \$2400 per fiscal Year**
 - Curriculum Teacher Stipend North - \$2400 per Fiscal Year**
- 7.5 Consider Approval of the CTA Contract Amendment(pgs.56-61)**
 - 6% increase to midpoint of all other salary schedules.**
 - 10% increase to all extra duty stipends (except for PLC)**
 - PLC stipends will increase from \$1,800 to \$2,400**
 - All increases are retro to July 2026**
- 7.6 Consider Approval of the Following Salary Schedules (page 62)**
 - 6% increase to midpoint for Confidential Management**
- 7.7 Consider Approval of Classified Staff Salary Schedule(pgs.63-64)**
 - 10% increase to midpoint of Classified Salary Schedule**
- 7.8 Consider Approval of the Realignment CBO Salary Schedule (page 65)**
- 7.9 Consider Approval of the 2027 8th Grade Grad Trip(pgs.66-67)**
- 7.10 Consider Approval of Resolution #2026-20 Amend Bylaws of Northern California Schools Insurance Group(NCSIG) Article XIV of the NCSIG Bylaws requires approval of two-thirds (2/3) of the NCSIG membership for amendments to become more effective (pgs.68-84)**
- 7.11 Consider Approval of Personnel Request Form(page 85)**
 - SDC Instructional Aide**
 - 5.75hrs**
- 7.12 Consider Approval of Personnel Request (page 86)**
 - Special Education Secretary**
 - 5.75 hours**
 - 11month position**
- 7.13 Consider Approval of Personnel Request Form and Salary Schedule (pgs.87-89)**
 - 2 Lead Cook Positions**
 - 8 hours**
- 7.14 Consider Approval of a Request for Unpaid Leave of Absence (page 90)**
 - Teacher on maternity leave is requesting an additional week with no pay**

7.15 Consider Approval of Board Policies/Administrative Regulations (pgs.91-149)

BP 1312.3 Uniform Complaint Procedures
AR 1312.3 Uniform Complaint Procedures Option 1 or 2
E(1) 1312.3 Uniform Complaint Procedures
E(2) 1312.3 Uniform Complaint Procedures
BP 3471 Parcel Taxes
BP 4119.1 Civil and Legal Rights
E(1) 4119.1 Civil and Legal Rights
BP4131 Staff Development
BP 4231 Staff Development
BP 4331 Staff Development
BP 4219.1 Civil And Legal Rights
E(1) 4219.1 Civil and Legal Rights
BP 4319.1 Civil and Legal Rights
E(4319.1 Civil and Legal Rights
BP 5020 Parent Rights and Responsibilities
AR 5020 Parents Rights and Responsibilities
BP 5022 Student and Family Privacy Rights Option 1 or 2
AR Student and Family Privacy Rights
BP 5125 Student Records
AR Student Records
BP 5131.8 Mobile Communication Devices Option 1 or 2
BP 5145.3 Nondiscrimination/Harassment
AR 5145.3 Nondiscrimination/Harassment
BP 6141 Curriculum Development and Evaluation
AR 6141 Curriculum Development and Evaluation
BP 6159 Individualized Education Program

8.0 Informational Items:

8.1 CTA Report
8.2 Superintendent's Report
8.3 Principal's Report

9.0 Information/Communication Items

9.1 Enrollment Report (page 150)
9.2 FNBO Credit Card Account Credit Limit Increase (page 151)
9.3 Prop 28 Arts and Music Annual Report 2026-27 (page 152)
9.4 Pooled Investment REPORT August 2026 (pgs.153-154)

Board Discussion and Suggested Agenda Items

10.0 Future Meetings:

10.1 Regular Board Meeting, November 17, 2026 6:30 p.m. in the West Cottonwood School Library,
20512 First Street, Cottonwood, CA 96022

11.0 Closed Session: Adjournment to Closed Session during this meeting to consider and/or take action upon the following items:

11.1 Pursuant to Government Code Section 54957
Public Employee / Discipline / Dismissal / Release

Public Notice of Action Taken in Closed Session

12.0 Adjournment

AMERICAN WITH DISABILITIES ACT NOTICE

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board of Trustees meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the District Office at (530) 347-3165. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodation, auxiliary aids or services.

DOCUMENT AVAILABILITY

Documents provided to a majority of the Governing Board regarding an open session item on this agenda, including documents distributed to the board less than 72 hours in advance of a board meeting are available for public inspection at the District office located at 20512 West First Street, Cottonwood, CA 96022 during normal business hours.

NOTE: Copies of the agenda, approved board minutes and board packets may be reviewed/downloaded on the Cottonwood Union School District's website at Each month's board packet will be available on the website after 3:00 p.m. on the Friday prior to the Regular Board Meeting.

To review and/or print a board packet:

Go to www.cwusd.com

Click on Board of Trustees in the right hand column

Click on Board Meeting Documents in the left hand column, and

Click on Meeting Agendas, Minutes, or Board Meeting Packets to review or download as you would like.



Cottonwood Union School District
Tuesday, September 15, 2026
Regular Board Meeting, West Cottonwood School Library

Members Present: Mrs. Sulzer, Mr. O'Brien, Mr. Shriner, Matt Iles and Troy Kamisky
Members Absent: All Present
Others Present: Superintendent: Doug Geren
Principal: Lupe Cordova, Chris Zettle
Vice Principal: Erik Johnson and Jakob Fuller
Sam Diggle, CBO, Raechelle Gilliss, Admin Assistant
Approximately 7 Staff members and 30 Community Members

1.0 Call Regular Meeting to Order at 6:30 pm by Mr. Iles

2.0 Pledge of Allegiance led by Mr. Iles

3.0 Approval of Agenda

ACTION: Mr. Kamisky made a motion, seconded by Mr. Shriner to approve the agenda as presented

VOTE: Unanimous in Favor

4.0 Recognitions (Student, Staff, Curriculum) Curriculum Review-
Mr. Zettel and Mr. Fuller announced the Star Students from North Cottonwood

5.0 Public Forum/Hearing of Persons Wishing to Address the Board
No one at this time

6.0 Consent Agenda

6.1 Review of Consent Agenda

6.1.1 Approval of Board Meeting Minutes for:
Regular Board Meeting Held: August 18, 2026

6.1.2 Approval to Hire: Ellyn Landreth-SDC Teacher-North, Daina Seale-
Cowan-RSP Teacher-North, Christine Rychetsky-Playground Aide-North,
Fred Lapin-Custodial/Maintenance-West

6.1.3 Accept Letter of Resignation from: Lauren Morton, HR/Payroll

6.1.4 Consider Approval of the following contracts:
Agreement between CWUSD and SCOE 2026-27 Library Service
Contract between CWUSD and The City of Redding for student Recreation
Programs 2026-27

Contract between CWUSD and Breslin Occupational Therapy Service
OT/PT for the 2026-27 school year

Contract between CWUSD and MODUS for Architectural and Engineering
for the West Cottonwood Gym Modernization Project

MOU between CWUSD and CCC for Shared Music Services 2026-27

MOU between CWUSD and Concordia University Irvine for Credentialing
Services

MOU between CWUSD and CCC for ELPAC Testing Examination 2026-27

101VOICE Quote for New Phone System

6.2 Approval of Consent Agenda

ACTION: Mr. Kamisky made a motion, seconded by Mr. O'Brien to approve the
consent agenda

VOTE: Unanimous in Favor

7.0 Discussion/Action Items.

7.1 Consider Approval: Commercial Warrants

ACTION: Mr. Kamisky made a motion, seconded by Mr. O'Brien to approve the
commercial warrants

VOTE: Unanimous in Favor

7.2 Public Hearing –persons wishing to address the Board regarding sufficient/insufficient pupil textbooks/instructional materials. Consider adoption of **Resolution #2026-17**, specifying that each pupil within the school district has or will have, prior to the end of the fiscal year, sufficient textbooks adopted by the State Board

ACTION: No action needed

VOTE: NA

7.3 Consider Approval of Resolution #2026-18 fixing the Appropriations Limit This resolution establishes maximum appropriations for school districts each fiscal year in accordance with the provisions of the Gann Amendment, as amended by Proposition 98. (Also enclosed is a Fiscal Report titled "Calculating Your Annual Gann Limit" to help explain the Gann Limit)

ACTION: Mr. O'Brien made a motion. seconded by Mrs. Salzer to approve
Resolution #2026-19 fixing the Appropriations Limit

VOTE: Unanimous in favor

7.4 Consider Approval of Resolution #2026-19 terminating Emergency Action Pursuant to Resolution #2026-8

ACTION: Mr. O'Brien made the motion, seconded by Mr. Shriner to approve
Resolution #2026-19 Terminating Emergency Action

VOTE: Unanimous in Favor

7.5 Consider Approval of Surplus List

ACTION: Mr. O'Brien made a motion, seconded by Mr. Kamisky to approve the Surplus List

VOTE: Unanimous in favor

7.6 Consider Approval of a Personnel Request Form

Cafeteria Assistant increase hours from 5.75 to 8hrs

ACTION: Mr. Kamisky made a motion, seconded by Mr. O'Brien to approve the Personnel request

VOTE: Unanimous in favor

7.7 Consider Approval of the 2025-2026 Unaudited Actuals

ACTION: Mrs. Sulzer made a motion, seconded by Mr. O'Brien to approve the Unaudited Actuals

VOTE: Unanimous in favor

7.8 Consider Approval of Board Policies/Administrative Regulations

AR 4112.6 Personnel Files

AR 4212.6 Personnel Files

AR 4312.6 Personnel Files

BP 4112.9 Employee Notifications

E (1) 4112.9 Employee Notifications

BP 4212.9 Employee Notifications

E (1) 4212.96 Employee Notifications

BP 4312.9 Employee Notifications

E (1) 4312.9 Employee Notifications

BP Classified Personnel

AR 4200 Classified Personnel **OPTION 1 or 2**

AR 5141.21 Administering Medication and Monitoring Health Conditions

BP 5141.2 Administering Medication and Monitoring Health Conditions

BP 0410 Nondiscrimination in District Programs and Activities

BP 1312.3 Complaints Concerning Instructional Materials

AR 1312.2 Complaints Concerning Instructional Materials **OPTION 1 or 2**

E (1) 1312.2 Complaints Concerning Instructional Materials

BP 1312.3 Uniform Compliant Procedure

ACTION: Mr. O'Brien made a motion, seconded by Mr. Kamisky to approve the Board Policies as presented AR 4200 option 1 and table BP 1312.3 until next month

VOTE: Unanimous in favor

8.0 Informational Items:

- 8.1 CTA Report_-** Would like Aeries system up and running by Back to School Night as the parent forms could not be filled out online. The phones and clocks are currently not working.

8.2 Superintendent's Report- Library furniture is in and it looks great. New HR/Payroll employee to start in the next couple days. The Solar is being worked on as it is not producing right now.

8.3 Principal's Report: West: NWEA and PBIS training this week and we are currently doing an Attendance Challenge. The Progress Report grading window closes tonight at midnight. We continue to have Volleyball, Soccer and Cross Country all happening this week. All staff members are using MINGA for Positive and Negative behaviors. Kids a swimming in the pool and it looks great.
Enrollment 396

North: Character Trait of the month of September is Coyote Pride. WIN (What I need) groups started this week. The 9/11 Flag Friday was one for the books. The kids and staff loved the fly over. Our annual Ice Cream Social will be September 21, 2026 from 5:30-6:30. Admin has been on systems and systems management.
Current Enrollment 431

9.0 Information/Communication Items:

9.1 Enrollment Report

9.2 Pooled Investment Report July 2026

10.0 Governing Board Discussion and Suggested Agenda Items: None at this time

11.0 Future Meetings:

11.1 Regular Board Meeting, October 20, 2026 6:30 p.m. in the West Cottonwood School Library, 20512 First Street, Cottonwood, CA 96022.

12.0 Closed Session: Adjournment to Closed Session during this meeting to consider and/or take action upon the following items: Meeting adjourned to closed session @ 7:40 PM .

12.1 Pursuant to Government Code Section 54957
Public Employee / Discipline / Dismissal / Release

Public Notice of Action Taken in Closed Session

13.0 Adjournment

**AMERICAN WITH DISABILITIES
ACT NOTICE**

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CWUSD Regular Board Meeting Minutes September 15, 2026

Click on [Board Meeting Documents](#) in the left hand column, and
Click on the Meeting Agendas, Minutes, or Board Meeting Packets

Matt Iles, President

Brandt Shriner, Clerk

Troy Kamisky, Member

James O'Brien, Member

Heather Sulzer, Member

General Engineering Contractor
License #987763



530-222-5048

CHANGE ORDER SUMMARY

<u>Project:</u>	North Cottonwood Fence Project	<u>Location:</u>	Cottonwood, CA
<u>Owner:</u>	Cottonwood Scho	<u>Date:</u>	<u>Author:</u> Daniel Imlach

Title: North Cottonwood Change Orders

PCO#:

Task #	Item	Cost
1	Additional Gate @ 500 Bldg	\$6,110.50
2	Concrete Mow Curb	\$27,339.60
3	Extended Seat Wall	\$0.00
4	Extra Remove and Replace Concrete	\$0.00
0	Additional Decorative Panel Cost Increase	\$0.00
6	Additional Door Changes	\$0.00
7	Additional Paving To Make ADA	\$0.00
8	-	\$0.00
9	-	\$0.00
10	-	\$0.00
11	-	\$0.00
12	-	\$0.00
13	-	\$0.00
14	-	\$0.00
15	-	\$0.00
16	-	\$0.00
Total		\$33,450.10

Additional Contract Time Required: _____ Working Days

Task# 1 -

North Cottonwood Fence Project

SnL Group, Inc.

Date: _____

Description of Work: Added Gate at 500 Building into Electrical Room

Equipment:

Description	Hours	Rate	Amount
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
	Subtotal Equipment	\$	-

Materials

Description	Quantity	Unit	Amount
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal Materials:			\$ -

Subcontractors:

Name	Quantity	Unit	Amount
Jefferson State Hyways 4' Gate	1	ls \$	5,500.00
			\$ -
			\$ -
			\$ -
Total Subcontractors:			\$ 5,500.00

Labor:

[illegible]

SUMMARY:

Subtotal Equipment:		\$	-
Equipment Markup:	15%	\$	-
Subtotal Labor:		\$	-
Labor Markup:	15%	\$	-
Subtotal Materials:		\$	-
Materials Markup:	15%	\$	-
Subtotal Subcontractors:		\$	5,500.00
Subcontractor Markup:	10%	\$	550.00
Subtotal (Costs & Markups):		\$	6,050.00
Bond (1%):	1.00%	\$	60.50
TOTAL AMOUNT:		\$	6,110.50

ADDED WORKING DAYS:

General Engineering Contractor
License #987763



530-222-5048

CHANGE ORDER SUMMARY

<u>Project:</u>	North Cottonwood Fence Project	<u>Location:</u>	Cottonwood, CA
<u>Owner:</u>	Cottonwood Scho	<u>Date:</u>	<u>Author:</u> Daniel Imlach

Title: **North Cottonwood Change Orders**

PCO#:

Task #	Item	Cost
1	Additional Gate @ 500 Bldg	\$6,110.50
2	Concrete Mow Curb	\$27,339.60
3	Extended Seat Wall	\$0.00
4	Extra Remove and Replace Concrete	\$0.00
0	Additional Decorative Panel Cost Increase	\$0.00
6	Additional Door Changes	\$0.00
7	Additional Paving To Make ADA	\$0.00
8	-	\$0.00
9	-	\$0.00
10	-	\$0.00
11	-	\$0.00
12	-	\$0.00
13	-	\$0.00
14	-	\$0.00
15	-	\$0.00
16	-	\$0.00
Total		\$33,450.10

Additional Contract Time Required: _____ Working Days

Task# 1

North Cottonwood Fence District

SnL Group, Inc.

Date: _____

Description of Work: Added Gate at 500 Building into Electrical Room

Equipment:

Description	Hours	Rate	Amount
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
		\$0.00	\$ -
Subtotal Equipment		\$	-

Materials

Description	Quantity	Unit	Amount
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal Materials:			\$ -

Subcontractors:

Name	Quantity	Unit	Amount
Jefferson State Hyways 4' Gate	1	ls	\$ 5,500.00
			\$ -
			\$ -
			\$ -
Total Subcontractors:			\$ 5,500.00

Labor:

[illegible]

Subtotal Labor	\$	-
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9% \$ -

Total Labor: \$ -

SUMMARY:

Subtotal Equipment:		\$	-
Equipment Markup:	15%	\$	-
Subtotal Labor:		\$	-
Labor Markup:	15%	\$	-
Subtotal Materials:		\$	-
Materials Markup:	15%	\$	-
Subtotal Subcontractors:		\$	5,500.00
Subcontractor Markup:	10%	\$	550.00
Subtotal (Costs & Markups):		\$	6,050.00
Bond (1%):	1.00%	\$	60.50
TOTAL AMOUNT:		\$	6,110.50

ADDED WORKING DAYS: _____

North Cottonwood Falls, Pa.

SnL Group, Inc.

Task# 2 -

Date:

Description of Work: Add Concrete Mow Strip

Equipment:

[illegible]

Materials

[illegible]

Subcontractors:

Name	Quantity	Unit	Total Materials:
Adam Gaddert	24 hrs	\$ 135.00	\$ 3,240.00
			\$ -
			\$ -
			\$ -
Total Subcontractors:			\$ 3,240.00

Labor:

[illegible]

Subtotal Labor	\$	14,038.08
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9% \$ 1,263.43

Total Labor: \$ 15,301.51

SUMMARY:

Subtotal Equipment:		\$	3,773.20
Equipment Markup:	15%	\$	565.98
Subtotal Labor:		\$	15,301.51
Labor Markup:	15%	\$	2,295.23
Subtotal Materials:		\$	1,364.35
Materials Markup:	15%	\$	204.65
Subtotal Subcontractors:		\$	3,240.00
Subcontractor Markup:	10%	\$	324.00
Subtotal (Costs & Markups):		\$	27,068.92
Bond (1%):	1.00%	\$	270.69
TOTAL AMOUNT:		\$	27,339.60

ADDED WORKING DAYS:

General Engineering Contractor
License #987763



CHANGE ORDER SUMMARY

<u>Project:</u>	North Cottonwood Fence Project	<u>Location:</u>	Cottonwood, CA
<u>Owner:</u>	Cottonwood Scho	<u>Date:</u>	<u>Author:</u> Daniel Imlach

Title: **North Cottonwood Change Orders**

PCO#:

Task #	Item	Cost
1	Additional Gate @ 500 Bldg	\$6,110.50
2	Concrete Mow Curb	\$27,339.60
3	Extended Seat Wall (10 LF) @ \$1,669.00	\$16,690.00
4	Remove and Replace Concrete (1800 sqft) @ \$22.00	\$39,600.00
0	Additional Decorative Panel Cost Increase	\$36,170.00
6	Additional Door Changes	\$225.00
7	Additional Paving To Make ADA	\$4,000.00
8	-	\$0.00
9	-	\$0.00
10	-	\$0.00
11	-	\$0.00
12	-	\$0.00
13	-	\$0.00
14	-	\$0.00
15	-	\$0.00
16	-	\$0.00
Total		\$130,135.10

Additional Contract Time Required: _____ Working Days

**COTTONWOOD SCHOOL DISTRICT AND SHASTA COUNTY CHILD ABUSE
PREVENTION COORDINATING COUNCIL DBA RAISING SHASTA SERVICES
AGREEMENT**

This SERVICES AGREEMENT ("Agreement") is made and entered into effective **September 1 1, 2026** (the "Effective Date"), by and between the **Cottonwood Union School District** ("District") and **Shasta County Child Abuse Prevention Coordinating Council dba Raising Shasta** ("Contractor").

1. Contractor Services. Contractor agrees to provide the following services to District (collectively, the "Services"):

Mentoring students, including connecting students with mentors from Raising Shasta's Catalyst Mentoring program. Services will include on-site mentoring; mentors will not drive students or otherwise take or transport student off of school campuses without separate written request and approval from the District Office.

2. Contractor Qualifications. Contractor represents and warrants to District that Contractor, and all of Contractor's employees, agents or volunteers (the "Contractor Parties"), have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other qualifications required by law to perform the Services and to fully and faithfully satisfy all of the terms set forth in this Agreement. Contractor and any Contractor Parties performing services shall be competent to perform those services.

3. Term. This Agreement shall begin on *September 1, 2026*, and shall terminate upon completion of the Services, but no later than *June 30, 2027* ("Term"), except as otherwise stated in **Paragraph 4** below. There shall be no extension of the Term of this Agreement without the express written consent of all parties. Written notice by the District Superintendent or designee shall be sufficient to stop further performance of the Services by Contractor or the Contractor Parties. In the event of early termination, Contractor shall be paid for satisfactory Services performed to the date of termination. Upon payment by District, District shall be under no further obligation to Contractor, monetarily or otherwise, and District may proceed with the work in any manner District deems proper.

4. Termination. Either party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other party, however the parties may agree in writing to a shorter notice period. Notwithstanding the foregoing, District may terminate this Agreement at any time by giving written notice to Contractor if Contractor materially breaches any of the terms of this Agreement, any act or omission of Contractor or the Contractor Parties exposes District to potential liability or may cause an increase in District's insurance premiums, Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed because of Contractor's insolvency. Such termination shall be effective immediately upon Contractor's receipt of the notice.

5. Payment for Service. District shall pay Contractor \$7,000 for services provided on 2 District campuses (North Cottonwood School - \$3,500 & West Cottonwood JR. High School - \$3,500) through the end of the 2026-2027 school year. Contractor's total payment for *Payment of Services will be \$7,000.* Any expenses incurred by Contractor in excess of the Payment of



Services amount set forth above shall not be compensated. District agrees to pay the agreed upon payment of services total within sixty (60) days of receipt of an invoice from Contractor, including any additional supporting documentation District reasonably requests.

6. Indemnity. To the fullest extent permitted by law, each party (the "Indemnifying Party") shall indemnify, and hold harmless, to the extent such claims are covered by insurance required under this agreement, the other party and its respective agents, officers, employees, governing board, and board members (collectively, the "Indemnified Parties") from and against any and all claims, demands, liabilities, damages, losses, suits, actions, judgments, and expenses (including, without limitation, attorneys' fees and costs, including consultant fees) of any kind, nature, or description (collectively, "Claims") to the extent arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of the Indemnifying Party, its agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of, or failure to perform, its obligations under this Agreement.

Such Claims may include, without limitation, those arising from the Indemnifying Party's use of the site, performance of the Services, breach of any representation or warranty contained in this Agreement, or injury to or death of persons, damage to property, or delay or other damage suffered by the Indemnified Parties, but only to the extent caused by the negligent acts, errors, omissions, or willful misconduct of the Indemnifying Party or those for whom it is legally responsible.

Neither party shall be obligated to indemnify the other for Claims arising from the sole negligence or willful misconduct of the Indemnified Parties. In the event of concurrent negligence, each party's duty of indemnification shall be proportionate to its respective degree of fault as determined by agreement of the parties or by a court of competent jurisdiction.

The obligations set forth in this section are in addition to, and shall not be construed to negate, abridge, or reduce, any other rights or obligations of indemnity that may otherwise exist under applicable law or elsewhere in this Agreement.

7. Equipment and Materials. Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively, "Equipment") which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor or the Contractor Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contractor Parties by District. Furthermore, District may reject any Equipment or workmanship that does not conform to the requirements of this Agreement and Contractor must then promptly remedy or replace it at no additional cost to District and subject to District's reasonable satisfaction.

8. Insurance. Contractor shall provide all insurance as provided in Exhibit A, attached hereto.

9. Independent Contractor Status. Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that Contractor and the Contractor Parties shall not be considered officers, employees, agents, partners, or joint



ventures of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District's employees are normally entitled.

10. Taxes. All payments made by District to Contractor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. District will not withhold any money from fees payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor and the Contractor Parties and otherwise in connection with this Agreement.

11. Certifications/Other Requirements.

11.1 Fingerprinting/Criminal Background Investigation Certification. Contractor and the Contractor Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Accordingly, Contractor hereby represents and warrants to District the following:

The Contractor and Contractor Parties have **more than limited contact** (as determined by District) with District students during the Term of this Agreement. All of the Contractor and Contractor Parties, at no cost to District, have completed background checks and have been fingerprinted under procedures established by the California Department of Justice and the Federal Bureau of Investigation, and the results of those background checks and fingerprints reveal that none of these Contractor and Contractor Parties have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code. *A listing of these offenses is provided, attached as Exhibit B.*

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information which differs in any way from the representations set forth above, or Contractor or Contractor Parties add personnel, Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting and background check requirements have been satisfied and District determines whether any contact is permissible.

11.2 Tuberculosis Certification. Contractor and the Contractor Parties shall at all times comply with the tuberculosis ("TB") certification requirements of Education Code section 49406. Accordingly, Contractor hereby represents and warrants to District the following:

The Contractor and Contractor Parties shall have **more than limited contact** (as determined by District) with District students during the Term of this Agreement and, at no cost to District, have received a TB test in full compliance with the requirements of Education Code section 49406.

Contractor shall maintain on file the certificates showing that the Contractor and Contractor Parties were examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.



Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement by Contractor and Contractor Parties are subject to the TB certification requirements and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any contact is permissible.

11.3 Certifications provided to the District. Contractor will provide a listing to District of approved mentors who have completed fingerprinting/criminal background checks and TB certifications. Contractor will not include individuals on this listing without completing both certifications. This listing will be updated by contractor and provided to District as often as the contractor approves new or removes mentors from their staff. The current listing of approved mentors is attached to this contract.

12. Mandated Reporter Training. Contractor and Contractor Parties shall be subject to and at all times comply with the Mandated Reporter requirements of Ed Code. The Contractor shall provide the required mandated reporter training to any Contractor Parties that meet the definition of mandated reporter under section 11165.7 of the Penal Code, including but not limited to, an administrator or employee of a public or private organization whose duties require direct contact and supervision of children. Trainings shall be provided in compliance with Education Code section 44691 and Penal Code section 11165.7. Contractor shall maintain adequate record for inspection or audit, which will be provided to the District upon request.

13. COVID-19/General Health Protocols. Contractor and Contractor Parties shall be subject to and at all times comply with the current CDPH Health Protocols, which includes but is not limited to declaring proof of vaccination or be subject to weekly COVID-19 testing. Proof of compliance shall be provided to the District upon request. In addition, Contractor and Contractor Parties shall at all times while present on District properties follow the Districts' Protocols for Visitors. *A listing of these Protocols is provided, attached as Exhibit C.*

14. Megan's Law. Contractor shall consult the Megan's Law website to ensure Contractor Parties are not identified on the database.

15. Confidential Information. Contractor shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student information received from the District, including but not limited to student names and other identifying information. Contractor shall not use such student information for any purpose other than carrying out the obligations under this Agreement. Upon termination of this Agreement, Contractor shall turn over to District all educational records related to the services provided to any District student pursuant to this Agreement.

16. Data Privacy and FERPA Compliance. Contractor acknowledges that it may have access to student information protected under the Family Educational Rights and Privacy Act (FERPA). Contractor shall not disclose or reuse student information for any purpose other than fulfilling obligations under this Agreement.



17. **Assignment/Successors and Assigns.** Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District. Subject to the foregoing, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
18. **Severability.** If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
19. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.
20. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Shasta, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.
21. **Written Notice.** Written notice shall be deemed to have been duly served if delivered in person to Contractor at the address located next to the party signatures below, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who sends the notice.
22. **Compliance with Law.** Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to guidance, orders, and directives of the California Department of Public Health and local public health officials, as well fingerprinting rules under Education Code section 45125.1, confidentiality of records, Education Code section 49406, and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this Agreement and that failure to do so shall constitute material breach. Contractor agrees to comply with the requirements and reporting obligations contained in the California Child Abuse and Neglect Reporting Act, California Penal Code sections 11164-11174.3 and to obtain appropriate training to ensure compliance.
23. **Non-Discrimination.** There shall be no unlawful discrimination in the contracting of persons under this Agreement because of race, color, national origin, age, ancestry, religion, sex, or sexual orientation of such persons.
24. **Liability of District.** Notwithstanding anything stated herein to the contrary, District shall



not be liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits in connection with this Agreement.

25. Time. Time is of the essence to this Agreement.

26. Waiver. No delay or omission by District in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude the District from any or further exercise of any right or remedy.

27. Entire Agreement. This Agreement is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.

28. Ambiguity. The parties to this Agreement, and each of them, hereby represent that the language contained herein is to be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.

29. Execution of Other Documents. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

30. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

31. Warranty of Authority. The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective parties, and by their signatures to bind the respective parties to this Agreement.

32. Board Approval/Ratification. The effectiveness of this Agreement and any amendment hereto is contingent upon approval or ratification by the District's Governing Board.



Signature Page

DISTRICT:

COTTONWOOD UNION S. D.

By: _____

Name: Doug Geren

Title: Superintendent

Address for District Notices:

20512 1st Street

Cottonwood, CA 96022

CONTRACTOR:

**SHASTA COUNTY CHILD ABUSE
PREVENTION COORDINATING
COUNCIL DBA RAISING SHASTA**

By: _____

Name: Jenna Berry

Title: Executive Director

Address for Contractor Notices:

2280 Benton Dr, Bldg. C

Redding, CA 96003



EXHIBIT A

INSURANCE

Contractor, at its expense, shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Commercial General Liability on an occurrence form. Liability deductible or Self-Insured Retention not to exceed \$5,000. Claims Made coverage will not be accepted. Coverage shall be at least as broad as ISO form CG0001.
2. Automobile Liability including owned, non-owned, and hired automobiles. If insured by a Personal Auto Policy, it must include a Business Use Endorsement. ***Waived unless separate agreement for student transportation is reached.***
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of \$1,000,000 per Accident for Bodily Injury or Disease.
4. Professional Liability / Errors & Omissions Liability / Malpractice / Educators Legal Liability insurance appropriate to the Contractor's profession. Claims Made Coverage form is acceptable, however retroactive date must be before the date of the Contract and insurance maintained for at least three (3) years after completion of contract of work. Architects' and Engineers' coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- | | | |
|---|-------------|--|
| 1. General Liability: | \$2,000,000 | General Aggregate |
| | \$2,000,000 | Products/Completed Operations Aggregate |
| | \$1,000,000 | Personal & Advertising Injury |
| | \$1,000,000 | Each Occurrence |
| 2. Automobile Liability: | \$1,000,000 | Per Accident for Bodily Injury & Property Damage |
| 3. Workers' Compensation: | Statutory | As required by the State of California |
| Employer's Liability | \$1,000,000 | Per Accident for Bodily Injury or Disease |
| 4. Professional Liability, E&O or Educators Legal Liability | \$1,000,000 | Per Occurrence |
| 5. Sexual Abuse or Molestation: | \$1,000,000 | Each Incident |

Any insurance proceeds available to Contractor that are broader than or in excess of the specified minimum insurance coverage and/or limits shall be available to the District as an additional insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in the Contract or Agreement, or (2) the broader coverage and maxi-



num limits of coverage of any insurance policy or proceeds available to the Named Insured, whichever is greater.

Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the District, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions

The general liability and auto liability insurance policies are to contain, or be endorsed to contain, the following provisions:

1. Additional Insured: To the fullest extent permitted by law, the District, its elected or appointed officials, employees, agents and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
2. Primary Insurance: For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the District, its elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the District, its elected or appointed officials, employees, agents and volunteers shall be excess of the Contractor's insurance and shall not be required to contribute with it.
3. Abuse/Molestation: Evidence the Contractor's insurance includes coverage for physical abuse molestation claims.
4. Waiver of Subrogation: Contractor hereby grants to District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

Notice of Cancellation

Each Insurance policy required above shall state that coverage shall not be canceled, except with notice to the District.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise acceptable by District and admitted to do business in the state of California, or accepted by the Surplus Lines Association to do business in California. If Contractor is a Public Entity, coverage maintained in whole or in part in the form of participation by the Contractor in a joint powers authority or other program providing pooled property and liability coverage is acceptable.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

Special Risks or Circumstances

District reserves the right to modify these requirements, including limits, based on the nature of the



risk, prior experience, insurer, coverage or other special circumstances.

Indemnity

Contractor agrees to defend, indemnify, and hold harmless the District and its elected or appointed officials, agents, employees and volunteers from any and all liability or loss arising in any way out of the Contractor's negligence in the performance of this Contract, including but not limited to any claim due to injury and/or damage sustained by the Contractor and or the Contractor's employees or agents.

Proof of Insurance

Contractor shall furnish the District with certificates and endorsements affecting coverage required by the agreement/contract. The endorsements are to be signed by the person authorized by that Insurer to bind coverage on its behalf. All endorsements are to be received and approved by the District before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Mail all certificates and endorsements to:

Cottonwood Elementary School District

20512 1st Street

Cottonwood, CA 96022



rape or sexual penetration in concert with another person, in violation of Section 264.1; (35) continuous sexual abuse of a child, in violation of Section 288.5; (36) shooting from a vehicle, in violation of subdivision (c) or (d) of Section 26100; (37) intimidation of victims or witnesses, in violation of Section 136.1; (38) criminal threats, in violation of Section 422; (39) any attempt to commit a crime listed in this subdivision other than an assault; (40) any violation of Section 12022.53; (41) a violation of subdivision (b) or (c) of Section 11418; and (42) any conspiracy to commit an offense described in this subdivision.

EXHIBIT B

Under Education Code section 45125.1, no employee of a contractor or subcontractor, and no sole proprietor, who has been convicted of or has criminal proceedings pending for a violent or serious felony may come into contact with any student. A violent felony is any felony listed in subdivision (c) of Section

667.5 of the Penal Code. Those felonies are presently defined as:

- (1) Murder or voluntary manslaughter.
- (2) Mayhem.
- (3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
- (4) Sodomy as defined in subdivision (c) or (d) of Section 286.
- (5) Oral copulation as defined in subdivision (c) or (d) of Section 288a.
- (6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
- (7) Any felony punishable by death or imprisonment in the state prison for life.
- (8) **Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a fire- arm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.**
- (9) Any robbery.
- (10) Arson, in violation of subdivision (a) or (b) of Section 451.
- (11) Sexual penetration as defined in subdivision (a) or (j) of Section 289.
- (12) Attempted murder.
- (13) A violation of Section 18745, 18750, or 18755.
- (14) Kidnapping.
- (15) Assault with the intent to commit a specified felony, in violation of Section 220.
- (16) Continuous sexual abuse of a child, in violation of Section 288.5.
- (17) Carjacking, as defined in subdivision (a) of Section 215.
- (18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.

- 
- (19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22 of the Penal Code.
 - (20) Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22 of the Penal Code.
 - (21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
 - (22) Any violation of Section 12022.53.
 - (23) A violation of subdivision (b) or (c) of Section 11418.

A serious felony is any felony listed in subdivision (c) Section 1192.7 of the Penal Code. Those felonies are presently defined as:

(1) Murder or voluntary manslaughter; (2) Mayhem; (3) Rape; (4) Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (5) Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (6) Lewd or lascivious act on a child under the age of 14 years; (7) Any felony punishable by death or imprisonment in the state prison for life; (8) Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm; (9) Attempted murder; (10) Assault with intent to commit rape, or robbery; (11) Assault with a deadly weapon or instrument on a peace officer; (12) Assault by a life prisoner on a non-inmate; (13) Assault with a deadly weapon by an inmate; (14) Arson; (15) Exploding a destructive device or any explosive with intent to injure; (16) Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem; (17) Exploding a destructive device or any explosive with intent to murder; (18) Any burglary of the first degree; (19) Robbery or bank robbery; (20) Kidnapping; (21) Holding of a hostage by a person confined in a state prison; (22) Attempt to commit a felony punishable by death or imprisonment in the state prison for life; (23) Any felony in which the defendant personally used a dangerous or deadly weapon; (24) Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code; (25) Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person; (26) Grand theft involving a firearm; (27) carjacking; (28) any felony offense, which would also constitute a felony violation of Section 186.22; (29) assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220; (30) throwing acid or flammable substances, in violation of Section 244; (31) assault with a deadly weapon, firearm, machine gun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245; (32) assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Sections 245.2, 245.3, or 245.5; (33) discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246; (34) commission of



Purchase Contract

Prepared by Joseph Tesimale
Created on 10/7/2026, 12:51 PM

AGREEMENT TERMS

This purchase contract ("Agreement") documents a purchase made by Cottonwood Union School District ("Customer") from Flashlight Learning, Inc ("Company"). In exchange for the consideration described on Q-11566 (a copy of which is attached hereto as "Quote") and subject to the terms (including product information, license numbers, payment amounts, payment deadlines, and rates for future years if applicable) listed thereon, Company will provide Customer access to Flashlight360.

This Agreement may be revoked by Company if the conditions (such as deadlines for signature of this Agreement, deadlines for Company's receipt of a customer-approved purchase order, etc.) outlined on Quote are not met.

ONBOARDING, IMPLEMENTATION, TRAINING and SUPPORT INFORMATION:

Onboarding

After we receive your purchase contract, a Customer Experience Specialist will contact you to begin the onboarding process.

Implementation and Training Services

Customer's purchase of the Company's software product(s) includes implementation and virtual training services. Any additional onsite training or professional development will be noted in the Quote.

Support and Upgrades. As part of Customer's purchase of licensed software under the Agreement, Company will, throughout the term of the Agreement, provide the following:

1. Flashlight Learning support is available and coordinated by your partnership representative by phone at: (385) 539-7144 and by email at: support@flashlight360.com.
2. Calls to Flashlight Learning team members by teachers, administrators, technicians, etc., are answered by a live representative and handled immediately.
3. Other communications to the Flashlight Learning team, including emails and after-hour messages, are answered within one business day.
4. Support services and upgrades are included at no additional charge for the duration of the contract's license term.
5. Company will provide updates to the licensed software product(s) on a regular basis; Customer will be notified regularly of new content and will receive newly developed content for the licensed product(s) when available.

ACCEPTED & AGREED

Cottonwood Union School District

Flashlight Learning, LLC

By: _____
Print: _____
Title: _____
Date: _____

By: _____
Print: _____
Title: _____
Date: _____



Quote Number
Prepared on
Expires on
Prepared by

Q-11566 - 1
10/7/2026
11/6/2026
Joseph Tesimale

Bill to: Cottonwood Union School
District
20512 1ST ST
COTTONWOOD, CA 96022

Ship to: Cottonwood Union School
District
20512 1ST ST
COTTONWOOD, CA 96022

Any questions about this proposal may be directed to your Partnership Director:
Joseph Tesimale -
joseph@flashlight360.com
- +19092610895

Qty	Product	Description	Unit Price	Total
20	Flashlight360 License + Human Scoring & Feedback + PD	A 12-month license that includes beginning of year, middle of year, and end of year Benchmarking with specialist scoring and feedback from the Flashlight Scoring & Feedback Team; access to Sparks supplemental ELD curriculum, targeting skill-based learning in all four domains, teacher-ready instructional slides and differentiated student booklets; all updates and resources; and access for building teachers, school administrators, and district administrators. Also includes a 60-90 minute online professional development session delivered by a dedicated Educational Coach to support educators in their use of Flashlight360. Topics include, but are not limited to: - Getting Started with Flashlight360 - Scoring and Calibration - Building Prompts - Scaffolds & Supports - Goal Setting - Sparks - Coaching Sessions	\$115.00	\$2,300.00

Total \$2,300.00

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Flashlight Learning, Inc.		
2 Business name/disregarded entity name, if different from above.		
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐		
5 Address (number, street, and apt. or suite no.). See instructions. 12481 Fort Street Suite 200		Requester's name and address (optional)
6 City, state, and ZIP code Draper, UT 84020-2111		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
8	7
-	4
1	1
1	7
7	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	DocuSigned by: Andrew Brandt 22EAE82163DF4D9...	Date 1/23/2026
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Checks Dated 09/09/2026 through 10/15/2026

		Pay to the Order of	Fund-Object	Comment		
9011090454	09/17/2026	ACCU-PRINT	01-5801	FINGERPRINTS		
9011090455	09/17/2026	AMAZON CAPITAL SERVICES INC	01-4310	ART ELECTIVE	688.92	
				ART SUPPLIES	925.43	
				ATHLETICS	1,226.03	
				SPED GATES	214.48	
				SPED SUPPLIES	37.46	
			01-4410	POOL PUMP	558.12	
			01-4510	BATTERIES	345.95	
				KICK PLATE	39.77	
				MAINT SUPPLIES	119.36	
				PLAYGROUND SUPPLIES	208.04	
			01-5801	MAINT SUUPLIES	21.44	4,385.00
9011090456	09/17/2026	ANDERSON-COTTONWOOD DISP SRVCE	01-5510	GARBAGE SERVICE		4,155.51
9011090457	09/17/2026	APEX POOL CARE	01-4510	POOL SERVICE		1,136.16
9011090458	09/17/2026	CALIFORNIA SAFETY CO	01-5630	ALARM MONITORING		585.00
9011090459	09/17/2026	CAMPBELL, WILLIAM C	01-4310	CLASSRROM REIM		80.19
9011090460	09/17/2026	CASTO CHAPTER 17	01-5210	TRAN TRAINING		180.00
9011090461	09/17/2026	CINTAS CORP 3	01-4410	CLEANING CARTS	1,072.50	
			01-5510	NORTH LAIUNDRY SERVICE	301.89	
				NORTH LAUNDRY SERVICE	393.58	
				WEST LAUNDRY SERVICE	775.66	
			13-5801	NORTH LAIUNDRY SERVICE	60.05	
				NORTH LAUNDRY SERVICE	60.05	
				WEST LAUNDRY SERVICE	92.51	2,756.24
9011090462	09/17/2026	COMER COMMUNICATION SOLUTIONS	01-5630	PAGING SYSTEM REPAIR		837.61
9011090463	09/17/2026	COPY CATS	01-4510	BUS NOTES		705.76
9011090464	09/17/2026	FIRST NATIONAL BANK OMAHA MASTERCARD	01-4410	MAINT SUPPLIES	893.76	
				MEETING SUPPLIES	4.01	
			01-4510	MAINT SUPPLIES	194.77	
				MEETING SUPPLIES	102.62	
			01-5210	PBIS CONFERENCE	2,375.00	
			01-5630	DOT TRAN	175.00	
				TRAN QUERY PLAN	25.00	3,770.16
9011090465	09/17/2026	FIRST NATIONAL BANK OMAHA VISA	01-4310	MEETING SUPPLIES	135.74	
				NORTH STAFF MEETING SUPPLIES	18.75	
			01-4510	STAFF MEETING SUPPLIES	407.83	
			01-5930	POSTAGE	22.04	584.36

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Checks Dated 09/09/2026 through 10/15/2026

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9011090466	09/17/2026	FRANZ FAMILY BAKERIES	13-4710	BREAD		223.68
9011090467	09/17/2026	GIBSON HEATING & AC	01-5630	AC REPAIR		150.00
9011090468	09/17/2026	GOLD STAR FOODS, INC.	13-4710	CAFE SUPPLIES		3,696.81
9011090469	09/17/2026	HANES FLOOR INCORPORATED	01-6220	CAFE FLOOR		172,254.00
9011090470	09/17/2026	HIGHWAY SPECIALTIES	01-4410	PLAYGROUND/CAFE SIGNAGE		4,700.00
9011090471	09/17/2026	JENNIFER O'KEEFE	01-5805	SPEECH		8,442.00
9011090472	09/17/2026	JRD FOOD SERVICES	13-4710	CAFE SUPPLIES		2,604.50
9011090473	09/17/2026	LOZANO SMITH	01-5810	LEGAL SERVICES		1,311.00
9011090474	09/17/2026	MCDUGAL, TIFFANY R	01-4510	EYE GLASS REPLACEMENT		361.89
9011090475	09/17/2026	MELHASE, MICHELE	01-4310	CLASSROOM REIM		179.95
9011090476	09/17/2026	MYERS-STEVENS & TOOHEY CO INC	01-4310	STUDENT INSURANCE		1,598.85
9011090477	09/17/2026	NVVOA	01-5805	VOLLEYBALL REFS		400.00
9011090478	09/17/2026	PITNER, AMBER D	01-4310	CLASSROOM REIM		350.00
9011090479	09/17/2026	POSITIVE PROMOTIONS	01-4310	STAR STUDENT AWARDS		523.41
9011090480	09/17/2026	SCHOOLYARD COMMUNICATIONS	01-5801	RIGHTS AND RESPONSIBILITIES		1,758.98
9011090481	09/17/2026	SHASTA OFFICIALS c/o LES REMLEY	01-5805	BOOKLETS		
				FLAG FOOTBALL REF	700.00	
				GIRLS BASKETBALL REF	1,194.00	1,894.00
9011090482	09/17/2026	ST. OF CALIFORNIA/DEPT OF JUST ICE	01-5801	FINGERPRINTS		618.00
9011090483	09/17/2026	TOMASELLO, NICOLE	01-4310	SCIENCE CURRICULUM		10.17
9011090484	09/17/2026	TRI-COUNTIES BANK	01-4310	PRESCHOOL SUPPLIES	81.64	
			01-4510	PRESCHOOL SUPPLIES	33.83	115.47
9011090485	09/17/2026	VALLEY PACIFIC PETROLEUM	01-4601	FUEL	3,026.71	
			01-5510	FUEL	140.79	3,167.50
9011090486	09/17/2026	WALKER, LAURA	01-5801	GELAP REIM		142.65
9011090487	09/17/2026	WCP SOLUTIONS	13-4790	CAFE SUPPLIES		113.71
9011090488	09/17/2026	WILGUS FIRE CONTROL, INC.	01-5630	FIRE EXSTNIGUISHER SERVICE		338.61
9011090489	09/17/2026	WILSON TRUCK REPAIR	01-5630	TRAN TEST		100.00
9011090891	09/22/2026	BILLSON CONSTRUCTION CO.INC	01-6220	CAFE FLOOR/INSURANCE		21,109.10
9011090892	09/22/2026	CASCADE UNION ELEM SCHOOL DIST	01-5630	AUGUST 26 TRAN BILLING		3,746.76
9011090893	09/22/2026	CINTAS CORP 3	01-5510	LAUNDRY SERVICE NORTH	346.74	
				LAUNDRY SERVICE WEST	359.94	
			13-5801	LAUNDRY SERVICE NORTH	64.05	
				LAUNDRY SERVICE WEST	44.64	815.37
9011090894	09/22/2026	FRANZ FAMILY BAKERIES	13-4710	BREAD		461.72
9011090895	09/22/2026	HAPPY VALLEY FRESH	13-4710	PRODUCE		1,858.07
9011090896	09/22/2026	MENDES SUPPLY	01-4510	MAINT SUPPLIES		727.33
9011090897	09/22/2026	NAPA AUTO PARTS	13-4510	CAFE SUPPLIES		135.44

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9011090898	09/22/2026	ONPOINT	21-4410	LIBRARY FURNITURE	106,997.82	
9011090899	09/22/2026	PAINT MARTS	01-4510	LIBRARY TECH	10,939.95	117,937.77
9011090900	09/22/2026	PRODUCERS DAIRY	13-4710	PAINT SUPPLIES		140.92
9011090901	09/22/2026	PROPACIFIC FRESH	13-4710	DAIRY		4,047.70
				PRODUCE	4,094.02	
9011090902	09/22/2026	ROB'S HEATING & COOLING	01-5630	PRODUCE CREDIT	16.55-	4,077.47
				A/C REPAIR	5,300.00	
				NORTH AC REPAIR	1,079.82	
9011090903	09/22/2026	SCHLIE, CARI M	01-4310	WEST AC REPAIR	911.64	7,291.46
9011090904	09/22/2026	SHASTA CO DEPT OF RESC MGMT	13-5801	CLASSROOM REIM		350.00
				FOOD PERMIT NORTH	483.18	
9011090905	09/22/2026	SHASTA CO OFFICE OF EDUCATION	01-5210	FOOD PERMIT WEST	483.18	966.36
9011090906	09/22/2026	SHASTA-TRINITY SCHOOLS INS GRP DENTAL	01-3701	CPI WORKBOOK REIM 7/28/26		412.79
			01-3702	DENTAL OCT 26	371.40	
			01-9550	DENTAL OCT 26	371.40	
			01-9559	DENTAL OCT 26	8,882.22	
9011090907	09/22/2026	SHASTA-TRINITY SCHOOLS INS GRP MEDICAL	01-9550	DENTAL OCT 26	2,978.13	12,603.15
			01-9550	MED OCT 26	87,717.00	
9011090908	09/22/2026	SHASTA-TRINITY SCHOOLS INS GRP VISION	01-9559	MED OCT 26	4,498.00	92,215.00
			01-3701	VISION OCT 26	67.50	
			01-3702	VISION OCT 26	67.50	
			01-9550	VISION OCT 26	1,665.00	
9011090909	09/22/2026	SnL GROUP	01-9559	VISION OCT 26	652.50	2,452.50
9011090910	09/22/2026	SNOW MOUNTAIN SPRING WATER	21-6220	NORTH BOND PROJECT		36,166.02
			01-4510	DO WATER	69.00	
9011090911	09/22/2026	SYSO FOOD SVCS OF SACRAMENTO	13-4710	NORTH WATER	42.00	111.00
			13-4790	CAFE SUPPLIES	3,329.21	
9011090912	09/22/2026	UBEO WEST	01-5610	CAFE SUPPLIES	113.92	3,443.13
9011090913	09/22/2026	URBAN FUTURES INC.	21-5630	COPIER RENTAL		9,134.36
9011090914	09/22/2026	VALLEY PACIFIC PETROLEUM	01-4601	BOND SERVICES		40,000.00
			01-5510	FUEL	3,268.96	
9011090915	09/22/2026	VALLEY WEST ACE HARDWARE	01-4510	FUEL	209.51	3,478.47
			01-5801	TRAN SUPPLIES	54.63	
9011090916	09/22/2026	VERIZON WIRELESS	01-5910	WEST MAINT SUPPLIES	270.87	325.50
9011090917	09/22/2026	CHRISTY WHITE ACCOUNTANCY CORP	01-5812	CELL PHONE		73.81
9011090918	09/22/2026	FOOD HANDLER SOLUTIONS	13-5210	AUDIT SERVICES 24-25		2,816.10
				CAFE TRAINING		600.00

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9011090919	09/22/2026	GOPHER	01-4310	PLAYGROUND		880.27
9011090920	09/22/2026	MORTON, LAUREN K	01-5210	MILEAGE REIM		83.08
9011090921	09/22/2026	MURRAY PLUMBING & FIRE	01-5630	WATER CLOSETS		2,850.00
9011090922	09/22/2026	PEARSON ASSESSMENTS	01-4310	SPED SUPPLIES		1,109.06
9011090923	09/22/2026	TIP TOP SERVICE COMPANY	13-5630	HOOD CLEANING WEST		845.00
9011092276	10/01/2026	AMAZON CAPITAL SERVICES INC	01-4310	BABY GATES	275.07	
				INTERVENTION SUPPLIES	417.67	
				PLAYGROUND EQUIPMENT	73.90	
				SCIENCE CURRICULUM	337.45	
				TECH SUPPLIES	42.89	
			01-4510	TRAN SUPPLIES	79.08	
			13-4710	CAFE SUPPLIES	171.79	
			13-4790	CAFE SUPPLIES	73.52	1,471.37
9011092277	10/01/2026	APEX POOL CARE	01-6410	POOL SUPPLIES		5,844.05
9011092278	10/01/2026	AT&T	01-5910	PHONES		1,875.40
9011092279	10/01/2026	BAKER, CHRISTINA L	01-4310	ICE CREAM SOCIAL REIM		308.36
9011092280	10/01/2026	BLUE STAR GAS	01-5510	PROPANE		2,092.40
9011092281	10/01/2026	BRESLIN OCCUPATIONAL THERAPY	01-5101	AUG26 OT/PT		6,531.00
9011092282	10/01/2026	CALIFORNIA SAFETY CO	01-5630	AFT PROBLEM FIXED	1,495.00	
				FIRE INSPECTION	237.50	1,732.50
9011092283	10/01/2026	CAMPBELL, WILLIAM C	01-4310	CLASSROOM REIM	64.33	
				PBIS	68.63	132.96
9011092284	10/01/2026	CENTRAL RESTAURANT PRODUCTS	13-4790	CAFE SUPPLIES		324.97
9011092285	10/01/2026	CINTAS	01-4510	FIRST AID SUPPLIES		650.51
9011092286	10/01/2026	CINTAS CORP 3	01-5510	CLEANING SUPPLIES	117.98	
				LAUNDRY SERVICE	817.78	
			13-5801	LAUNDRY SERVICE	108.69	1,044.45
9011092287	10/01/2026	CORDOVA, LUPE S	01-5210	PBIS PER DIEM		126.00
9011092288	10/01/2026	COTTONWOOD WATER DISTRICT	01-5510	ATHLETIC FIELD WATER	2,019.82	
				BUS YARD WATER	55.00	
				NORTH WATER	2,029.58	
				WEST WATER	1,296.04	5,400.44
9011092289	10/01/2026	ED STAUB & SONS	01-4602	TRAN DEF		130.36
9011092290	10/01/2026	FLASHNER, JAIME E	01-5210	PBIS PER DIEM		126.00
9011092291	10/01/2026	FRANZ FAMILY BAKERIES	13-4710	BREAD		1,014.30
9011092292	10/01/2026	GODDARD, CODY L	01-5210	PBIS PER DIEM		126.00
9011092293	10/01/2026	GOLD STAR FOODS, INC.	13-4510	CAFE STORAGE FEE	115.00	

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9011092293	10/01/2026	GOLD STAR FOODS, INC.	13-4710	CAFE SUPPLIES	8,955.83	
			13-4790	CAFE SUPPLIES	88.70	9,159.53
9011092294	10/01/2026	HAPPY VALLEY FRESH	13-4710	PRODUCE		165.43
9011092295	10/01/2026	MTN VALLEY SP ED JPA	01-5101	SPED SERVCS 7/1-8/3126		42,481.50
9011092296	10/01/2026	PACIFIC GAS AND ELECTRIC CO	01-5510	ELECTRICITY		27,110.60
9011092297	10/01/2026	PHAN, MARYANNA M	01-5210	PBIS PER DIEM		126.00
9011092298	10/01/2026	PRODUCERS DAIRY	13-4710	DAIRY		3,264.80
9011092299	10/01/2026	PROPACIFIC FRESH	13-4710	PRODUCE	4,356.29	
			13-4790	PRODUCE	486.58	4,842.87
9011092300	10/01/2026	RENAISSANCE LEARNING INC.	01-4310	AR READING		2,998.80
9011092301	10/01/2026	RICHARDSON, ANGELA N	01-5210	PBIS PER DIEM		126.00
9011092302	10/01/2026	ROB'S HEATING & COOLING	01-5630	AC REPAIR NORTH		105.00
9011092303	10/01/2026	SCANNING PENS INC.	01-4310	SPED PENS		3,734.58
9011092304	10/01/2026	SCP DISTRIBUTORS LLC	01-4510	POOL SUPPLIES		434.11
9011092305	10/01/2026	SHASTA CO OFFICE OF EDUCATION	01-5801	LABOR LAW CONSORTIUM		450.00
9011092306	10/01/2026	SYSCO FOOD SVCS OF SACRAMENTO	13-4710	CAFE SUPPLIES	5,677.98	
			13-4790	CAFE SUPPLIES	169.36	5,847.34
9011092307	10/01/2026	TOMASELLO, NICOLE	01-5210	FFA REGION MEETING PER DIEM		192.00
9011092308	10/01/2026	UBEO WEST	01-4510	NORTH STAPLES	60.79	
				NORTHSTAPLES	115.74	
				STAPLES	292.28	468.81
9011092309	10/01/2026	WCP SOLUTIONS	13-4790	CAFE SUPPLIES		532.68
9011092310	10/01/2026	ZETTEL, CHRISTOPHER L	01-4310	PBIS		166.49
9011092311	10/01/2026	APEX POOL CARE	01-6410	POOL SUPPLIES		8,325.82
9011092312	10/01/2026	HAPPY VALLEY FRESH	13-4710	PRODUCE		481.91
9011092313	10/01/2026	CASCADE ATHLETIC SUPPLY	01-6410	ATHLETICS		9,708.02
9011092982	10/08/2026	TSA CONSULTING	01-9560	TSA SEPTEMBER 2026		9,634.36
9011092983	10/08/2026	ACCELERATE LEARNING INC	01-4310	LEXIA SUBSCRIPTION		1,686.67
9011092984	10/08/2026	ACCU-PRINT	01-5801	FINGERPRINTS		100.00
9011092985	10/08/2026	ACSA FOUNDATION FOR EDUCATIONAL ADM	01-5210	ACSA CONFERENCE		3,600.00
9011092986	10/08/2026	AIDEN MOORE	01-5801	REF 2 SOCCER GAMES		130.00
9011092987	10/08/2026	AMAZON CAPITAL SERVICES INC	01-4310	ART ELECTIVE SUPPLIES	394.69	
				MISC SUPPLIES	167.47	
				MUSIC SPEAKER	349.62	
			01-4510	COUNSELING -NORTH	175.82	
				IT SUPPLIES	809.30	
				MAINT SUPPLIES	23.86-	

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9011092987	10/08/2026	AMAZON CAPITAL SERVICES INC	01-4510	MISC SUPPLIES	327.30	2,200.34
9011092988	10/08/2026	ANDERSON-COTTONWOOD DISP SRVCE	01-5610	DUMPSTER RENTAL		1,075.68
9011092989	10/08/2026	APEX POOL CARE	01-4510	POOL SERVICE		759.25
9011092990	10/08/2026	BENTON INSPECTION SERVICES	21-6220	NORTH INSPECTION SERVICES		951.74
9011092991	10/08/2026	BRANDON RUSHING	01-5801	SOCCER REF		65.00
9011092992	10/08/2026	BRIGHT THINKER INC.	01-5801	CREDIT RECOVERY		3,800.00
9011092993	10/08/2026	CA DEPT OF TAX/FEE ADMIN	01-5801	FUEL TAX 3RD QTR		18.00
9011092994	10/08/2026	CALIFORNIA SAFETY CO	01-5630	FIRE ALARM TEST		492.50
9011092995	10/08/2026	CASTO	01-5310	CASTO MEMBERSHIP		250.00
9011092996	10/08/2026	CDW-G	01-4310	TECH SUPPLIES	32.65	
9011092997	10/08/2026	CINTAS CORP 3	01-4410	TECH SUPPLIES	334.15	366.80
			01-5510	LAUNDRY SERVICE	706.68	
			13-4510	LAUNDRY SERVICE	44.64	
			13-4710	LAUNDRY SERVICE	64.05	815.37
9011092998	10/08/2026	COLUMBIA ESD	01-5801	Q1 26/27 ASST SUP SRVCS		6,045.00
9011092999	10/08/2026	COTTONWOOD CREEK CHRTR SCH	01-8096	26-27 IN LIEW TAXES AUG-SEPT 26		149,247.00
9011093000	10/08/2026	COTTONWOOD REVOLVING FUND	01-5211	REIM REVOLVING FUND		1,091.12
9011093001	10/08/2026	COUNTY OF SHASTA DEPT OF PUBLIC WORKS	01-5510	SEWER		3,339.60
9011093002	10/08/2026	DLC ELECTRIC	01-5630	LIBRARY POWER BOX		1,319.00
9011093003	10/08/2026	EMELIA JONES	01-5801	SOCCER REF		65.00
9011093004	10/08/2026	EMPLOYMENT DEVELOPMENT DEPT	01-3502	UNEMPLOYMENT		61.53
9011093005	10/08/2026	FIRST NATIONAL BANK OMAHA MASTERCARD	01-4310	KINDER SUPPLIES	13.47	
			01-5210	ATHLETIC SUPPORT TRIP	913.98	
			01-5801	MAINT DISPOSAL	67.53	
9011093006	10/08/2026	FIRST NATIONAL BANK OMAHA VISA	01-4310	MAINT SUPPLIES	276.79	1,271.77
			01-4510	KINDER	200.64	
			01-5210	MULTIPURPOSE ROOM SHADES	1,570.13	
			01-5210	ACSA CONFERENCE FLIGHTS	1,015.20	
				FFA CATA FALL MEETING	435.00	
			01-5310	ACSA MEMBERSHIP	1,879.02	
			01-5801	DESK365 LICENSE	288.00	
				MAINT DISPOSAL	38.75	
				WEST MAINT SUPPLIES	215.39	
9011093007	10/08/2026	GOLD STAR FOODS, INC.	01-5930	POSTAGE	24.20	5,666.33
9011093008	10/08/2026	HAPPY VALLEY FRESH	13-4710	CAFE SUPPLIES		3,427.47
9011093009	10/08/2026	JEFFERSON PEST CONTROL	13-4710	PRODUCE		507.68
			01-5801	PEST CONTROL		370.00

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011093010	10/08/2026	LINDSEY BENTON	01-5801	SOCCER REF		205.00
9011093011	10/08/2026	MENDES SUPPLY	01-4510	MAINT SUPPLIES		2,809.63
9011093012	10/08/2026	MODUS DESIGN STUDIO, INC	21-6220	NORTH FENCE PROJECT		2,725.44
9011093013	10/08/2026	OFFICE DEPOT, INC	01-4310	CLASSROOM SUPPLIES		191.87
9011093014	10/08/2026	PRODUCERS DAIRY	13-4710	DAIRY		2,081.85
9011093015	10/08/2026	PROPACIFIC FRESH	13-4710	PRODUCE		2,184.37
9011093016	10/08/2026	RED BLUFF FLOORING, INC	01-6220	NEW FLOORING WEST		43,800.00
9011093017	10/08/2026	SCP DISTRIBUTORS LLC	01-4510	POOL SUPPLIES	1,001.45	
				POOL SUPPLIES CREDIT	225.00-	776.45
9011093018	10/08/2026	SONICU INVESTMENTS LLC	13-4510	NUTRITION REFRIGERATION MONT		739.20
9011093019	10/08/2026	SWEETWATER	01-4310	MUSIC SUPPLIES	334.62	
			01-4410	MUSIC SUPPLIES	606.33	940.95
9011093020	10/08/2026	SYSKO FOOD SVCS OF SACRAMENTO	13-4510	CAFE SUPPLIES	80.65	
			13-4710	CAFE SUPPLIES	2,426.80	
			13-4790	CAFE SUPPLIES	606.53	3,113.98
9011093021	10/08/2026	THRIVE HD	01-5805	VIDEO EDITING		4,000.00
9011093022	10/08/2026	TOMASELLO, NICOLE	01-5210	MILEAGE REIM FFA CONF		300.96
9011093023	10/08/2026	UBEO WEST	01-5610	COPIER RENTALS		4,717.81
9011093024	10/08/2026	UBEO WEST,LLC	01-4510	STAPLES NORTH		172.23
9011093025	10/08/2026	VALLEY PACIFIC PETROLEUM	01-4601	FUEL	3,154.20	
			01-5510	FUEL	130.70	
			13-4510	FUEL	117.25	3,402.15
9011093026	10/08/2026	VENTRIS	01-4310	CURRICULUM		322.82
9011093027	10/08/2026	VERIZON WIRELESS	01-5910	CELL PHONE SERVICE		391.01
9011093028	10/08/2026	WCP SOLUTIONS	13-4510	CAFE SUPPLIES		67.63
9011093029	10/08/2026	WILD TOAD, INC.	01-4510	PRESCHOOL PLAYGROUND BARK		488.52
9011093030	10/08/2026	ZEIS CONSTRUCTION	01-5630	WEST SEWER PROJECT		32,000.00
9011093923	10/15/2026	CALIFORNIA SAFETY CO	01-5630	ALARM MONT		587.29
9011093924	10/15/2026	CASCADE UNION ELEM SCHOOL DIST	01-5630	TRAN BILLING SEPT 2026		3,146.76
9011093925	10/15/2026	CINTAS	01-4510	FIRST AID KITS		25.84
9011093926	10/15/2026	CINTAS CORP 3	01-5510	LAUNDRY SERVICE	758.00	
			13-4510	LAUNDRY SERVICE	108.69	866.69
9011093927	10/15/2026	DSSV	01-5801	ANNUAL SUBSCRIPTION		700.00
9011093928	10/15/2026	EVERYTHING MEDICAL EQUIP INC	01-4410	POOL LIFT COVER	729.30	
			01-6510	POOL LIFT	9,899.65	10,628.95
9011093929	10/15/2026	LOGO U.S.A.	01-4310	RUNNING CLUB JERSEY		400.84
9011093930	10/15/2026	LORI J SCOTT TREASURER TAX COLLECTOR	01-5801	PROPERTY TAXEX		267.81

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 09/09/2026 through 10/15/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9011093931	10/15/2026	MORGAN DESIGNS	01-5805	NORTH MURAL DEPOSIT		3,000.00
Total Number of Checks					165	1,070,742.50

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General	131	811,122.00
13	CafeFoodSvc	36	61,839.53
21	Capital Building Bond Fund	5	197,780.97
Total Number of Checks		165	1,070,742.50
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			1,070,742.50

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

**MEMORANDUM OF UNDERSTANDING
BETWEEN UNREPRESENTED
CLASSIFIED
AND
COTTONWOOD UNION ELEMENTARY SCHOOL DISTRICT**

This Memorandum of Understanding ("MOU") is entered into by and between Cottonwood Union Elementary School District ("District") and Unrepresented Classified ("Employees").

Whereas, the District desires to provide compensation through an additional Extra-Duty Stipend assigned to the North Site Clerk, West Site Clerk, and West School Secretary positions for the 2026-2027 school year.

- Independent Study Stipend (North Site Clerk) - \$625 per Fiscal Year
- Independent Study Stipend (West Site Clerk) - \$1250 per Fiscal Year
- Independent Study Stipend (West School Secretary) - \$1250 per Fiscal Year

This Stipend will be payable in monthly installments on the regular payroll cycle October 2026-June 2027 school year.

Doug Geren, Superintendent

Date



Bid Form

September 28, 2026

Customer Order No.: SBTC SB8178

Honorable Board of Trustees
Cottonwood Union Elementary School District
20525 West First Street
Cottonwood, CA 96022

BusWest respectfully submits for your consideration our bid to supply 1 complete 72 pax passenger school bus as follows:

Chassis Make: Freightliner	Model: B2 106	Model Year: 2026
Wheelbase: 279"	Engine: Cummins ISB	Horsepower: 260
Body Make: Thomas	Model: Saf-T-Liner C2	Capacity: 72 pax
Transmission: Allison 2500 PTS		
Delivery Date: 30-180 Days after receipt of order	Subject to Prior Sale: Yes	

Cash Purchase Price (each):	\$ 235,600.00
Doc Fee:	\$ 85.00
Sales Tax @: 7.250%	\$ 17,087.16
CA. Recycle Fee: \$1.75 ea. tire	\$ 10.50
Electronic Filing Fee:	\$ 37.00
Total	\$ 252,819.66

We have examined the detailed minimum specifications established by the school board and guarantee this bid to be in accordance thereto. Above price includes all dealer prep., pre-delivery service, necessary lettering, F.O.B. school district and documentation fee.

Tania Kaylor, Sales Representative

Customer

Quote No.: SB8178

***Quote is good for thirty (30) days**

**Subject to change due to volatile market/tariff increases*

To view our full product line and services, please visit www.buswest.com

**Prepared For:**

Cottonwood Union Elementary School District
20525 West First Street
Cottonwood, CA 96022

Prepared By:

BusWest
21107 S. Chico St
Carson, CA 90745

Stock Number:
SB8178

Quote Date:
9/28/2026

Customer Order No:
SBTC SB8178

Model Profile: Saf-T-Liner C2 341TS

Product Type: School Transportation
Year: 2026
Chassis Model: B2 106
Chassis MFG: FLNER
GVWR: 33,000
Passenger Capacity: 72 PAX
Headroom: 78
Wheelbase: 279
Brake Type: AIR
Engine Type: CUMMINS B6.7 260 DIESEL, 6 Cyl, 260 HP, 2600 RPM
Fuel Type: DIESEL
Fuel Tank Capacity: 100
Transmission Type: ALLISON 2500 PTS AUTOMATIC TRANSMISSION
Axle, Front: 10000-lb Capacity
Axle, Rear: 23000-lb Capacity
Tires, Front: FRONT BRIDGESTONE ECOPIA R268 11R22.5 16 PLY TIRES
Tires, Rear: REAR BRIDGESTONE ECOPIA R268 11R22.5 16 PLY TIRES
Suspension Front: 10,000 LB. TAPERLEAF FRONT SUSPENSION
Suspension Rear : AIRLINER 23,000 LB. REAR SUSPENSION

**Detailed Specification Attached*

Options included in this quote:

- 6-head Gatekeeper Camera System

CUSTOMER ORDER APPROVAL

Customer Signature:** _____

Date: _____

New bus(es) Info:

Name on bus: _____

Bus Number(s): _____ **CA Number:** _____

**** I have reviewed the quote detail for accuracy and I agree to order the bus(es) as listed**

To view our full product line and services, please visit www.buswest.com

Includes the Following Equipment:**BODY****ACCESSORIES**

- 1 VISOR-TINTED DARK DRVR'S SI.WDO 6"X30"
- 1 LOCKS-KEYED ALIKE #CH545

CERTIFICATION/SAFETY

- 1 REFLECTTAPE-SI EMER DR 30" YEL
- 1 REFLECTIVE TAPE-EMERGENCY DOOR REAR YELLOW
- 1 REFLECTORS-AMBER(2) MID BDY 3"
- 1 REFLECTORS-RED (4) RR/RR SI 3"
- 1 HANDLES-W/S SERVICE, BLACK
- 1 KIT,FIRST AID 24 UNIT CALIFORNIA
- 1 KIT - BODY FLUID CLEAN-UP NATIONAL STANDARDS
- 1 LABEL-PASS ADVISOR INSTRUCTION
- 1 FE-5.75
- 1 LOC-VEST.FLR.PLT.LEFT 5.75LBFE BOX
- 1 TRIANGLES-REFL. 3 W/BOX
- 1 OPEN VIEW-ES, HEATED, RMT,SS
- 1 SIGN-STOP, ELEC RR #SE1-79800C LED STROBE
- 1 MIRROR-INT 6"X30" CAMERA & LEVER
- 1 LABEL(S)-SPECIAL DATA, CA
- 1 LABEL-VEHICLE CERTIFICATION
- 1 EPA 2010 GHG 2024/CARB 2024 ULTRALOW NOX

DOORS

- 1 STEP-RS ALUM.ENT.DR 8.75"RISER
- 1 HANDLE-INT RR DR BLACK
- 1 HANDLE-EXTERIOR REAR DOOR WITH RECESS
- 1 VANDALOCK-REAR DOOR W/BOLT
- 1 DOOR-ENT AG2 TINT TEMP LOCK
- 1 POWER SYSTEM-AG2 AIR ENTRANCE DOOR
- 1 VANDALOCK-ALUM.ENT.DR.CYLINDER W/KEY
- 1 PULL-ENTRANCE DOOR, EXTERNAL ALUMINUM
- 1 DOOR-SI EMERG LS CTR 30" OPG
- 1 VANDALOCK-SI DR W/BOLT 30"
- 1 THRESHOLD 30" EMERGENCY DOOR (1)
- 1 KEY-VANDALOCK REAR DOOR NONE
- 1 TRIM-ENTRANCE DOOR INTERIOR
- 1 PAD-DR HEADER, SI EMER 26"W
- 1 PAD-DR HEADER, RR EMER 36"W
- 1 TRIM-STEPWELL HORIZONTAL WITH RIBBED NOSE
- 1 RAIL-ASSIST FRONT ENTRANCE DOOR RIGHT SIDE 1"OD
- 1 RAMP-SI DOOR 18" @ DOOR SILL

ELECTRICAL - BODY

- 1 FAN-CIRC DRV'S WDO HDR BLACK
- 1 HORN-SPEAKER LS COWL LEG
- 1 RADIO-AM/FM DEA700 W/PAGE
- 1 DECAL-BATTERY DISCONNECT
- 1 OPER-ANALOG A/C
- 1 Elec-Park Brake Interlock
- 1 MONITOR-LPS WARN CEEA+
- 1 LPS-DOME OVER DRIVER LED
- 1 LPS-DOME PASS MEDIUM LED () 341T
- 1 LPS-STP/TAIL/DIR AMBER/REV LED
- 1 ADVISORY-PASSENGER HORN ACTIVATION, WITH SWITCH
- 1 OPER-NOISE SUPP ON/OFF
- 1 LPS-LIC PLATE ILLUMINATION LED
- 1 LAMPS-SIDE DIRECTIONAL AMBER FRONT 2 CP LED
- 1 LPS-WARNING LED (8)
- 1 LPS-ID AMB/RED LED
- 1 LPS-MKR ROOF FRT/RR LED

1 LAMPS-MARKER ROOF MID LED
1 STROBE-ECCO 7460CC 6' FROM REAR
1 LPS- STOP/TAIL 4" FLS.MT L.E.D.
1 LPS-SI DIR AMB LED GRD RR.AXLE
1 Elec-Cable Prim Pwr & Gnd
1 ELEC-HARN. LIQUID LINE SOL. KR 4
1 ELEC-CONDENSER ROOF MOUNT
1 LAYOUT-ROCKER SWITCH STANDARD
1 CIRCUITRY-MULTIPLEX PRESENT
1 SYSTEM-PEDESTRIAN DETECTION
1 SENSOR-PEDESTRIAN DETECTION 11 WDO CONFIGURATION
1 Elec-Noise Suppression
1 Elec-Transmission Inhibit
1 OPER-ZONAR EVENT TRACKING
1 SPEAKERS-INT. 30 WAT.(6) 341T
1 DOME LPS - MEDIUM
1 PASS DOME LPS,FWD/REAR SWITCH SPECIAL ACTIVATION
1 112DB BACKUP ALARM

EXTERIOR

1 HORN-AIR, UNDER FLOOR
1 FLAPS-MUD, REAR 22.5"W
1 FLAPS-MUD, FRONT 16"W X 12"H
1 STEPS-EXT W/S SERVICE
1 FENDER-QUARTER 24" BATTERY BOX DOOR
1 BODY ADJUSTMENT-FREIGHTLINER, BTR RS FUEL FILL LOCATION
1 REINFORCEMENT-FRAME 24" BATTERY DOOR AND A/C
1 CAP-ENTRANCE DOOR STANDARD
1 FLOOR-NON ADA
1 LATCH-UNDERBODY COMPARTMENT 30/60 LOCK 2ND RIGHT SIDE
1 BUMPER-REAR 2 BRACES NO EXHAUST HOLE
1 SKT.FWD.STPWLL LO DEF
1 CAP-FRT ROOF VENT W/WARN.LPS.
1 CAP-REAR ROOF W/WARN.LPS.
1 GUSSET-21"H LWR SIDE SHEET
1 SHEET-LWR, L MID 20G,21"
1 SHEET-LWR,L RR 20G,21"
1 SHEET-LWR,R MID 20G,21"
1 SHEET-LWR,R RR 20G,BOX FWD 341
1 VISOR-EXT.@ WARN LPS-EXTENDED
1 DOOR-U/B L BATTERY 24"
1 DOOR-FUEL FILL ACCESS BTR
1 FENDERETTE-STL/RBR 21" BOX RS
1 LATCH-BATT DOOR NON-LOCKING
1 LATCH-FUEL FILL ACCESS (THUMB)
1 ROOF SHEETS-(2) HATCH-341T KR4
1 RS STORAGE BOX 1 - 100" WIDE
1 RS STORAGE BOX 2 - 60" WIDE
1 VENT-STATIC PRESENT
1 PANEL-EXT/INT 10IN WIDE
1 PILASTER - 341T, 903
1 LATCH-NON-LOCKING DEF ACCESS DOOR
1 TUFFCOAT-STEPWELL
1 RAIL-SNOW RAIL PRESENT
1 HARDWARE-MOUNTING CLIPS STANDARD

HVAC

1 AC-126K BTU-FREE BLOW BULKHEAD
1 AIR COND CONTROLS-THERMOSTATIC
1 CONDENSER-KR430 ROOF 30" 3FAN
1 EVAP - IW10 RR, IW4 FRONT, KR4
1 PLUMB.-AC COMP TM21 DUAL ISB KR4
1 AC CTL.BD.STD.TIE IN SGL.LP.KR4

1 CONDENSER ALERT - ROOF
1 DOOR-ACC NONE
1 CABLE-THERMISTOR IW10/IW4
1 CABLE-EVAP 2 FRT BULKHEAD
1 HTR-U/S LS 50,000 BTU LOC 9
1 HOSE-HTR BLUSTRIP W/ W/H POS 9
1 CLAMPS-UNDERSEAT HEATER CONSTANT TORQUE
1 LOCATION-EVAP NO2 FRONT BULKHEAD
1 PLUMBING-30" COVER
1 MANIFOLD PLUMBING, COMBINED SHUTOFF DASH&AUX HTR FWD STAINLES
1 NO BOOSTER PUMP
1 HEATER, DEFROSTER, AND AIR COND
1 BODY BUILDER SUPPLIED PLUMBING W/ACCESS HOLES IN FRAME RAIL
1 AUXILIARY DASH MOUNTED DUAL THERMOSTATIC A/C CONTROLS

INTERIOR

1 VISOR-W/S SUN 6"X30"0% TRANSMISSION
1 DOOR-STORAGE BOX W/O GLASS
1 TRIM-LOWER KR4 W/ REAR HEATER
1 FLOOR-GALVALUME STEEL MID BODY
1 REINF-RR END A/C EVAP. IW10
1 REINFORCEMENT-REAR STOP SIGNAL 30"
1 REINF-FRONT A/C EVAP.
1 LATCH-DR INT STOR OVR W/S NONE
1 LATCH-DR INT STOR OVR DRVRSHDR
1 BTR FUEL FILL RECESS, W/DOOR
1 BULKHEAD-RR END INT. W-A/C IW10
1 COVER-ACCESS RR END HARNESS NONE
1 COVER-TRIM DRVS HDR W/STORAGE
1 COVER-TRIM FRT END W/S HEADER A/C
1 STRIPS-AISLE, STAINLESS STEEL
1 FLR-BLK VINYL W/13" CTR AISLE 341T
1 FLR-BLK WHEELHOUSE AND HEATER
1 H/L-PASS AREA ACOUS GREY 341T
1 MAT, FLOOR VESTIBULE CEEA+
1 Trim - Interior Dash Fwd.
1 SEALING-FLOOR COVERING
1 TUBE-FILL BTR & OVERFLOW HOSE
1 CAP-FUEL FILL BTR NON-LOCKING

MISC

1 PRODUCTION CY2025 SCHEDULE MT
1 LEGACY CARB EMISSIONS-CUMMINS
1 PDI IDENTIFIER
1 APPLICATION - SCHOOL
1 NO COOLANT HEATER - GAS/DIESEL
1 NO CLUTCH PEDAL WITH ADJUSTABLE SUSPENDED BRAKE&ACCELERATOR
1 SAF-T-LINER C2

PAINT/LETTERING

1 DECAL-UNITED AUTO WORKERS
1 LOGO-THOMAS DECALS BLACK
1 DECAL-RR DR STOP WHEN RED (CA)
1 LETTERING-"BATTERY" ON DOOR 2"
1 LABEL-ENGLISH AG2.AIR.ENT DR
1 REFLECTTAPE-@ ROOF HATCH WHT (2)
1 LETTERING-ARROW EXTERIOR RR EMG DR BLK
1 LETTERING-ARROW EXTERIOR LS SIDE EMERGENCY DOOR BLK
1 DECAL-BACKING ALARM
1 DECAL-LOW SULFUR FUEL
1 LABEL-RR DR EMERGENCY DOOR DO NOT BLOCK
1 LABEL-LS SI EMERG DR 2"HIGH
1 DECAL-ENTRANCE DOOR VANDALOCK ENGLISH
1 LABEL-RR EMERGENCY DOOR INSTRUCTION

1 LABEL-"DEF ONLY"
1 LABEL-REGENERATION WARNING 2010 EPA ENGLISH
1 HANDLE-INT SI DR BLACK
1 HANDLE-EXT SI DR W/REC YELLOW
1 PAINT-EXT HNDLE(S) BLACK
1 DECAL-FRT CAP "SCHOOL BUS"
1 DECAL-REAR CAP "SCHOOL BUS"
1 DECAL-"DIESEL"
1 PAINT-EXTERIOR ROOF WHITE 341T
1 PAINT-EXT WDO AREA SAME AS BODY
1 PAINT-EXT GRD RAIL @ WINDOW BLACK
1 PAINT-EXT GRD RAIL @ SEAT BLACK
1 PAINT-EXT GRD RAIL @ FLOOR BLACK
1 PAINT-EXT GRD RAIL @ SKRT BLACK
1 PAINT-EXT BUMPER REAR BLACK
1 PAINT-OMIT BLACK PAINT FRONT/REAR ROOF CAPS
1 PAINT-SOLID COLOR YELLOW
1 DECAL-APPROVED FUEL TYPE
1 HEADLINING-VESTIBULE ACOUSTIC, GRAY, DRIVER LAMP
1 PAINT:ONE SOLID COLOR,BASE/CLEARCOAT
1 CAB COLOR A:L5898EB SCHOOL BUS YELLOW ELITE BC
1 CAB COLOR B - NONE
1 CAB COLOR C: NONE
1 NO GRILLE PAINT

SEATS

1 BELT-ELR SHOULDER/PUSH BUT LAP
1 39" BARR-VERT,WALL MT 45"H RS 2009
1 39"8DEG BARR-REV. WALL-MT 45"H 2009
2 COLONIAL BLUE UPHOLSTERY-45"HIGH RECESSED BARRIER
1 RAIL-ASSIST FRT ENT DR 39"W
1 BACK-NATIONAL DRV'S SEAT
1 ARMREST NATIONAL DRV'R'S ST. BOTH SIDES
1 UPH DR.ST.FABRIC BLK NATIONAL
1 PEDESTAL-NATIONAL AIR W/2 SHOCKS
1 COVER PEDASTAL NATIONAL NONE
1 SLIDE STOP NATIONAL DR.ST. NONE
1 RETAINER NATIONAL DR.ST.BELT
1 POUCH-DR.ST.STORAGE NONE
1 KICKPLATE-MOD.PANEL RS 39" IW4
1 KICKPLATE-MOD.PANEL LS 39"
1 RISER-DRIVERS SEAT, NATIONAL
1 Haptics-Present
24 OEM BLUE UPHOLSTERY - IMMI SBR PASSENGER SEAT
1 HARDWARE-SBR WALL MOUNT C2/MINO
1 HARDWARE-SBR FLIP ST C2/MINO
1 HARDWARE-SBR FLOOR MT C2/MINO
10 IMMI SBR 39" LS WALL MNT 3PT 3POS
1 IMMI SBR 39" LS FLR MNT 3PT 3POS
12 IMMI SBR 39" RS WALL MNT 3PT 3POS
1 IMMI SBR 39" LS FLIP 3PT 3POS
1 S3C TRACK MOUNT HARDWARE - C2
1 S3C TRACK MOUNTING HARDWARE 2 LEG SEAT-C2

WINDOWS/GLASS

1 GLASS-WINDSHIELD ONE PIECE WITH TINTED BAND
1 GLASS-RS FRT STAT TNT TEMP
1 GLASS-LS FRT STAT TNT TEMP
1 GLASS-REAR STATIONARY TINTED TEMPERED
1 FRAME-WDO SPLIT
20 FRAME-WDO SPLIT 30"W
1 FRAME-WDO SPLIT 40"W
20 GLASS-WDO TINT TEMP 30"

- 1 OPER-LPS DIR./HAZ.
- 1 OPER-LPS SIDE DIRECT.ONLY
- 1 Block-PDM Customer Access
- 1 OPER-PRE-TRIP INSPECTION
- 1 ELEC-SEAT BELT PILOT LAMP
- 1 OPER-SEAT BELT PILOT LAMP
- 1 ELEC-PV 360 CAM STOP/TAILO/TURN
- 1 OPER-PEDESTRIAN DETECTION
- 1 ELEC-PEDESTRIAN DETECTION SYSTEM
- 1 Elec-Stepwell Lamp
- 1 Elec-Standard Switch Interface
- 1 Oper-Buzzer, Switch Panel Tone
- 1 Starpoint-Junction Block
- 1 SWITCH-RKR MIRROR HTR.
- 1 ELEC-MIR A HTD & RC
- 1 MIR-B EXT.CROSSVIEW HTD STAINLESS BRACKET PEDESTRIAN DETECT
- 1 ELEC-ELECTRIC STOP SIGN FRT
- 1 ELECTRICAL-ELECTRIC STOP SIGN REAR
- 1 RAIL-EXTERIOR GUARD @ WINDOW,SEAT,FLOOR,SKIRT
- 1 RAIL-EXT GRD @ SEAT FRT END LS
- 1 RAIL-EXT GRD@ FLOOR, NONE
- 1 TRIM-FRT CAP RS/LS
- 1 PANELS-EXTERIOR REAR
- 1 SHEET-DRIVERS EXTERIOR 20 GA.
- 1 SHEET-UPPER SIDE EXTERIOR
- 1 OPER-MIRRORS EXT HTD.
- 1 UNDERCOATING-ASPHALT EMULSION
- 1 HEADERS-WINDOW INTERIOR 341T
- 1 PAINT-EXT ENT DOOR NONE
- 1 PANELS-EXT REAR SIDE LONG PANEL
- 1 LS STORAGE BOX 1 - NONE
- 1 LS STORAGE BOX 2 - NONE
- 1 RS STORAGE BOX ROH - NONE
- 1 LS STORAGE BOX ROH - NONE
- 1 PANELS-REAR END INTERIOR REAR GALVALUME
- 1 Panels-Rr End Int Si Long w/sld.pnl.
- 1 PANELS-ACCESS RR GRAY PASS ADVISORY
- 1 COVER-HARNESS ACCESS@HDR
- 1 COVER-ACCESS FRT END HARNESS
- 1 COVER-TRIM FRT ENT.ALUM.DR HDR.AIR.OP.
- 1 HEADLINING-REAR LONG SMOOTH, GRAY
- 1 Flr-Plywood 5/8" 341T
- 1 COVER-FUEL SENDING INSPECTION
- 1 Molding-Shoe
- 1 ELEC- INT SPEAKERS&HORN
- 1 LUGGAGE RACK ALERT - NONE
- 1 SWITCH-RKR HTR UNDERSEAT 2ND
- 1 ELEC-HTR U/ SEAT POS.9
- 1 RAIL-SEAT
- 1 Lining-Side Int.
- 1 CABINET-SW, FWD
- 1 CABINET-SWITCH, LWR W/O POCKET
- 1 CABINET-SWITCH, UPPER
- 1 CABINET-TOP PLATE (3 BANK)
- 1 TREAD-STEP ALUMINUM ENTRANCE DOOR BLACK
- 1 INSULATION-VEST HEADLINING 2"
- 1 INSULATION-SIDELINING 2" POLY
- 1 INSULATION-RR BULKHEAD 2" POLY
- 1 INSULATION-FRONT BULKHEAD 2"POLYESTER
- 1 OPER-HTR U/ SEAT LS AFT
- 1 HEADERS-WINDOW EXTERIOR 341T
- 1 LOCATION-EVAPORATOR NO1 REAR BULKHEAD

1 GLASS-WDO TINT TEMP 40"
1 STOPS-WDO 12"
1 GLS-LWR RR DR TEMP TNT BONDED
1 GLS-UPR RR DR TEMP TNT BONDED
1 WDO-DRIVER'S TEMP TINT
1 GLASS- 30"W SI DR TEMP TNT
1 BAND-STATIONARY STANDARD GLASSES
1 BAND-STATIONARY DOOR GLASS 30"

OTHER

1 WARRANTY-CARB EXTENDED TYPE C CUMMINS 6.7L
1 LOGO-FRT RS & RR
1 SWITCH-RKR AIR HORN
1 ELEC-FAN DRV'S WDO HDR
1 ELEC-AIR HORN
1 HATCH-RF ESC SPEC ADVANTAGE H1975-015-131 ENGLISH (2)
1 ELEC-RF ESC HATCH POS 5
1 ELEC-RF ESC HATCH POS 9
1 ARM ASSEMBLY-WINDSHIELD WIPER (2)
1 ELEC-ROOF HATCH - P/O WDO
1 OPER-FAN DRV'S WDO HDR
1 OPER-ALARM BACKING W/REV.
1 OPER-AIR HORN, LS PNL SW ACTIV
1 OPER-SPEAKER INT/EXT
1 OPER-ROOF HATCH BUZZER
1 Evap Trim-Int(2) IW10, IW4
1 PLUMBING-IW10, IW4, KR4
1 OPER-A/C CONTROL - ANALOG THERMOSTATIC L.H.
1 LOCATION-VESTIBULE FLOOR PLATE CENTER 24 FAK
1 LOC-VEST.FLR.PLT.FWD. 10 BFC
1 LOCATION-VESTIBULE FLOOR PLATE AFT REFLECTIVE TRIANGLE
1 AC DUCT-NOT PRESENT NO SIDE EVAP
1 EVAPORATOR QTY - NONE
1 ANTENNA - RADIO SWIVEL BASE
1 ELEC-ANTENNA RADIO COAXIAL
1 KIT-RADIO ANTENNA MOUNTING @ DRIVER'S HEADER
1 Manual-Drv's/Maint.English
1 ELEC-ZONAR STANDARD MONITORING
1 ELEC-BACKING CAMERA
1 LABEL-PEDESTRIAN DETECTION, ENGLISH
1 ALERT-6.7L CONDENSER ROOF
1 Elec-Aux BCA Power Cable
1 BCA-Aux w/o Contactor
1 341T30_LE-3-1F
1 TRIM-A POST
1 WHEELHOUSES-REAR L&R
1 STRINGER-ROOF 341T
1 REINF-SIDE DOOR JAMB
1 FRONT END FRAME
1 FRT END FRAME MTG KIT
1 REAR END FRAME-28.68"DEEP
1 LOC-40" RAF SP 5TH 341T
1 RS TANK ALERT - NONE
1 DOOR ALERT - LS ENT NONE
1 TRIM-REAR DOOR
1 TRIM-30" SIDE DOOR 30"OPENING
1 TRIM-30" SI DR IN 40"OPG FWD
1 ELEC-AG2 AIR OP.ENT. DOOR
1 HINGES-REAR DOOR PIN TYPE
1 LATCH-SINGLE-POINT, REAR EMERGENCY DOOR
1 STOP-DOOR REAR EMERGENCY, 1-POS
1 OPER-DOOR AIR ENT.W/ BAT.2 POS.
1 OPER-VANDLCK.ENT./ EMERDR(S)W/PLT.LPS

1 HINGES-30"W SI DR PIN TYPE
1 LATCH-SGL-POINT,30"W SI DR
1 OPER-DR RR.EMG.W/BUZ/PILOT LPS
1 ELEC-EMERG/EXIT DOORS
1 STOP-DOOR 30"W SI DR,1-POS
1 DOOR-LS ENT RS EXIT -NONE REQD
1 INT COLOR -30" SI DR GREY
1 INT COLOR -RR DOOR GRAY
1 VANDALOCK-NONE REQUIRED RS
1 VANDALOCK-NONE REQUIRED LS
1 DOOR ALERT - RS EXIT NONE
1 SWITCH-PAD. ENT.DOOR AIR.
1 OPER-DR EMG LSW/BUZ/PLT
1 DOOR, REAR EMERGENCY
1 LATCH-STORAGE COMPARTMENT 100 LOCK RIGHT SIDE 1ST
1 THRESHOLD REAR EMERGENCY DOOR
1 OPER-MONITOR WARN/S/T/T
1 ELEC-DRIVER'S DOME LPS
1 ELEC-PASS DOME LPS MEDIUM ()
1 SWITCH-RKR DOME LPS FRT/RR
1 Module-Pwr.Dist.Elec.Sys.
1 SWITCH-RKR PANEL LPS DIM
1 OPER-SWITCH, PANEL LPS DIMMER
1 OPER-STEPWLL LPSW/PARKLPS&ENT DR.
1 LPS-STPWLL LED (1)
1 ELEC-PASSENGER ADVISORY
1 OPER - PASS ADV IGN/RED WARN BYPASS/CA
1 SWITCH-RKR FAN DEFROST L.S.
1 BUZZER-SWITCH PANEL 1 TONE
1 LPS-PILOT VANDALOCK STATUS RED
1 ELEC-PWR, GND, NETWORK, BUZZ
1 ELEC-LPS WARNING, 8 LPS
1 LPS-PILOT EMERG DR RED
1 OPER-LPS, DOME SPECIAL ACT.BUZ.
1 LPS-PILOT REAR EMERG DR RED
1 LPS-PILOT POST TRIP INSP RED
1 OPER-LPS BODY TAIL W/PARK SW.
1 ELEC-LPS SI DIRECTIONAL 341T
1 OPER-LPS WARNING (8) PKG 27
1 OPER-LPS REV.W/RR EMG.DR.OPEN
1 ELEC-LPS ID/MKR PARK/SW.
1 SWITCH-RKR DOME LPS DRVR.ON/OFF
1 SWITCH-LPS ID/MKR LPS
1 ELEC-LPS STROBE 6' FROM RR
1 SWITCH-RKR NOISE SUPPR ON/OFF
1 OPER-DRVR'S DOME LPS ON/OFF
1 OPER-LPS SERVICE BRAKE
1 OPER-SW.ID/MARK LPS W/BATT
1 SWITCH-RKR STROBE LPS
1 OPER-LPS DOME (2)ON/OFF BATT
1 OPER-LPS REVERSE
1 ELEC-(3) SWITCH BANK
1 SWITCH-RKR SPEAKER INT/EXT.W/HORN
1 LPS-PILOT WARN LGTS RED
1 LPS-PILOT WARN LGTS AMBER
1 SWITCH-RKR WARN LPS OVERRIDE ON/OFF
1 SWITCH-WARN LPS ON/AMB ACT.
1 OPER-LPS STROBE, IGN & SW ACTIV
1 SWITCH-RKR A/C FAN SPD.
1 CABLE-EVAPORATOR 1 POWER SUPPLY STANDARD
1 SWITCH-RKR A/C ON
1 ELEC-HARNESS COMP ASM

- 1 HARNESS COVER COLOR - GRAY
- 1 SPEAKER ALERT - PRESENT
- 1 HEADLINING COLOR - GREY
- 1 HEADLINING TYPE - ALL ACOUSTIC
- 1 INSTALLATION-PARK BRAKE NONE
- 1 INSULATION-INT LONG REAR END
- 1 LUGGAGE RACK ALERT - NONE
- 1 LABEL-QR CODE
- 1 PRICE ADJUSTMENT -IN COMBINATION W/001-310
- 1 PRICE ADJ-IN COMBINATION W/CUMMINS 6.7L
- 1 CUMMINS SINGLE STAGE EXHAUST BRAKE W/VARIABLE GEOMETRY TURBO
- 1 DUAL SELTEC TM-21 COMPRESSORS REAR MINI STAT-O-SEAL
- 1 CRUISE CTRL-ELEC ENG,W/SWITCHES IN STEERING WHEEL
- 1 ELECTRONIC CONTROL UNIT-DASH, PARKBRAKE, INTELLIPARK
- 1 VANDALOCK,STARTER DISABLE W/ANY LOCKED EMER DR(S),LH PT LAMP
- 1 NO RADIATOR/OIL PAN GUARD
- 1 REINFORCED NYLON FUEL LINES
- 1 PAINTED FUEL TANK, PAINTED BANDS
- 1 SINGLE SUCTION AND RETURN FUEL LINES
- 1 FUEL TANK MOUNTED BETWEEN RAILS, AFT OF REAR AXLE, WITH CAGE
- 1 STAINLESS STEEL CHARGE AIR COOLER PLUMBING
- 1 REMOTE-MOUNTED SURGE TANK
- 1 PAGE SYSTEM W/CHASSIS MTD EXTERNAL SPEAKER
- 1 BASIC WIRING SCHEMATIC,UNMOUNTED,12-VOLT NEGATIVE GROUND SYS
- 1 PAINTED BATTERY PANEL COVER
- 1 ENGINE AFTER TREATMENT DEVICE AUTOMATIC
- 1 BATTERY BOX FRAME MOUNTED
- 1 BATT SHUTOFF SWITCH W/AUX CONTACT BATT BOX SMART CONTACT
- 1 INTEGRAL ELECTRONIC TURN SIGNAL FLASHER W/40A (20A PER SIDE
- 1 SELF CANCEL TURN SIGNAL SWITCH W/DIM/WASH&HAZZARD IN HANDLE
- 1 BATT ENABLED 3 AMBER INBOARD ID LAMPS,2 AMBER OUTBOARD MARKE
- 1 STROBE LAMP, IGNITION SWITCH OR LH DASH SWITCH ACTIVATED
- 1 LED WARNING SYSTEM LAMPS
- 1 STANDARD BODY VISUAL WARNING,LOWER RR,REV LAMPS ON DR/OPEN
- 1 STANDARD WIRING
- 1 DRIVER'S IGNITION OPERATED DOME LP WITH ON/OFF SW
- 1 STEPWELL LAMP ON WITH DOOR OPEN AND MARKER LAMPS ON
- 1 CURT WRIGHT 2K SERIES CAN BASED ACTUATOR WO PARK PAWL
- 1 DRIVELINE GUARD
- 1 BENDIX ADB22X AIR DISC FRONT BRAKES
- 1 NON-ASBESTOS FRONT BRAKE LININGS
- 1 FRONT SHOCK ABSORBERS
- 1 CONMET PRESET PLUS PREMIUM ALUMINUM FRONT HUBS
- 1 BENDIX ADB22X AIR DISC REAR BRAKES
- 1 NON-ASBESTOS REAR BRAKE LININGS
- 1 NO DRIVELINE PARKING BRAKE
- 1 REAR OIL SEALS
- 1 CONMET PRESET PLUS PREMIUM ALUMINUM REAR HUBS
- 1 MAXION 91262 22.5 X 8.25 10 HOLE HUB PILOT 5-HAND
- 1 MAXION 91262 22.5 X 8.25 10 HOLE HUB PILOT 5-HAND
- 1 NO POLISHED FRONT WHEELS
- 1 NO POLISHED REAR WHEELS
- 1 TWO QUART SEE THRU POWER STEERING RESERVOIR
- 1 STD FITTINGS POWER STEERING GEAR
- 1 POWER STEERING PUMP
- 1 4-SPOKE 18" STEERING WHEEL WITH SWITCHES
- 1 ZINC-PLATED HEXHEAD CHASSIS FASTENERS
- 1 3975MM (155") REAR FRAME OVERHANG
- 1 SQUARE END OF FRAME
- 1 COMBINATION S/T/T/R LAMPS, LED
- 1 RR EMER DR,IGN CTRL,BZ ON W/DR
- 1 MAINTENANCE-FREE RUBBER BUSHINGS - FRONT SUSPENSION

1 LH EMERGENCY DOOR,IGN CONTROL,BUZZ/LH PILOT LT ON DOOR OPEN
1 CAB MOUNTING FOR HOOD AND COWL CHASSIS
1 MANUAL ENT DOOR LOCK/BUZZER ON W/EMERGENCY DOORS UNLATCHED
1 ONE GALLON WINDSHIELD WASHER RESERVOIR
1 SINGLE ELECTRIC WINDSHIELD WIPER MOTOR W/DELAY
1 MS/S2 DASH
1 A/C PLMBG,IW10,IW4,KR430,126K,B6.7,219+,B2
1 STANDARD TUNNEL/FIREWALL LINER
1 NO AIR CONDITIONER CONDENSER
1 STANDARD HVAC DUCTING
1 CARBON WITH BASE BLACK ACCENT
1 DRIVER'S FAN,(1) MOUNTED ABOVE SIDE WINDOW
1 AUXILIARY BODY HEATER, UNDER SEAT, AFT
1 DUAL ELEC HORNS-ADVISORY CA
1 PANEL NONE
1 PRE-WIRE FOR CUSTOMER SUPPLIED PEDESTRIAN PROTECTION SYSTEM
1 DIGITAL ALARM CLOCK IN DRIVER DISPLAY
1 BODY SUPPLIED HEATED MIRRORS
1 AIR PROVISIONS FOR CUSTOMER FURN DRIVERS AIR RIDE SEAT
1 ROOF MOUNTED VENT/ESCAPE HATCH
1 PUSH OUT BODY SIDE WINDOWS, BUZZER WITH WINDOW UNLATCHED
1 PREMIUM INSTRUMENT CLUSTER 5" TFT COLOR DISPLAY
1 PROVISION FOR EVIR ZONAR
1 WARNING/REAR LAMP MONITOR
1 SEPARATE PANEL LAMP DIMMER,LH DRIVER'S SWITCH PANEL
1 PRE/POST TRIP SYSTEM TEST
1 CHASSIS COWL AND HOOD ONLY
1 DUAL NEEDLE PRIMARY & SECONDARY AIR
1 NO AMMETER SUPPLIED
1 NO TCU-TRANSMISSION OPTIMIZED(NO FUEL SENSE)
1 STANDARD BRAKE WIRING
1 NO DETROIT CONNECT SERVICES SELECTED
1 BUMPER: BLACK
1 NO SPARE WHEEL PAINT
1 CHASSIS: VENDOR BLACK
1 CEEA+ 667 ELECTRICAL ARCHITECTURE
1 EXPECTED GROSS VEHICLE WEIGHT CAPACITY
1 EXPECTED FRONT AXLE(S) LOAD
1 EXPECTED REAR DRIVE AXLE(S) LOAD
1 SCHOOL BUS SERVICE
1 COWL CHASSIS CONFIGURATION COMPLIES WITH SBMTC
1 BUS BODY WITH WHEELWELL
1 PASSENGER COMMODITY
1 100% ON-HIGHWAY (CITY) TERRAIN
1 DOMICILED USA 50 STATES (CALIFORNIA)
1 DOMICILED CALIFORNIA
1 THOMAS BUILT SCHOOL BUS 341T

CHASSIS

AXLES AND SUSPENSIONS

1 ALIGNMENT-4-WHEEL SAF-T-LINER C2
1 SPL100 DANA SPICER MAIN DRIVELINE
1 DA-F-10-3 10,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE
1 FRONT OIL SEALS
1 SYNTHETIC 75W-90 FRONT AXLE LUBE
1 SYNTHETIC 75W-90 REAR AXLE LUBE
1 DA-RS-23-4 23,000# R-SRS SINGLE REAR AXLE
1 5.22 AXLE RATIO
1 IRON REAR AXLE CARRIER HOUSING
1 REAR SHOCK ABSORBERS - ONE AXLE
1 10,000 LB. TAPERLEAF FRONT SUSPENSION
1 AIRLINER 23,000 LB. REAR SUSPENSION

- 1 COMFORT-TEC SUSPENSION
- 1 DUAL AIR REAR SUSPENSION LEVELING

BRAKES

- 1 ALERT-ENHANCED STABILITY CONTROL
- 1 AIR BRAKE PACKAGE
- 1 AIR DISC LONGSTROKE CENTER PORT FRONT BRAKE CHAMBERS
- 1 FRONT AIR DISC BRAKE INTERNAL ADJUSTERS
- 1 DISC BRAKE FRONT ROTORS FOR HYDRAULIC BRAKES
- 1 AIR DISC LONGSTROKE 1-DRIVE AXLE SPRING PARKING CHAMBERS
- 1 REAR AIR DISC BRAKE INTERNAL ADJUSTERS
- 1 REAR DISC BRAKE ROTORS
- 1 STEEL AIR BRAKE RESERVOIRS INSIDE FRAME RAILS
- 1 BENDIX AD-9 AIR DRYER WITH HEATER
- 1 EXTERNAL CHARGING SCHRADER VALVE
- 1 WABCO 4S/4M ABS W/TRACTION CONTROL
- 1 BENDIX INTELLIPARK E-PARK BRAKE

CHASSIS EQUIPMENT

- 1 EXHAUST-LS TURNDWN, BELOW BMPR
- 1 ANTI-FREEZE, OAT -34 DEGREE
- 1 SHIELD-EXHAUST PIPE
- 1 B2 106 CONVENTIONAL CHASSIS
- 1 SET-BACK AXLE - TRUCK
- 1 ELECTRIC GRID AIR INTAKE WARMER
- 1 INTAKE MOUNTED AIR RESTRICTION INDICATOR WITHOUT GRADUATIONS
- 1 RIGHT HAND SIDE-FILL FUEL TANK CAP
- 1 100GALLON/378 LITER STEEL RECTANGULAR FUEL TANK,BETWEEN RAIL
- 1 HORIZ TAILPIPE, EXIT LH REAR
- 1 11.5 GALLON DEF TANK
- 1 AIR HORN,LH MOMENTARY DASH SWITCH ACTIVATED
- 1 NO BUMPER FRONT VISUAL WARNING DEVICE
- 1 MAGNETIC ENGINE DRAIN, REAR AXLE DRAIN & FILL PLUG
- 1 EXHAUST MITIGATION DEVICE FTL 4" ID SLIP
- 1 NO TRACTION STABILIZER
- 1 700 CUBIC INCH MINIMUM AUXILIARY AIR
- 1 PETCOCK DRAIN VALVES ON ALL AIR TANKS
- 1 ADJUSTABLE STEERING COLUMN
- 1 TRW THP-60 POWER STEERING
- 1 7075MM (279") WHEELBASE
- 1 5/16" X 3" X 10-1/8" STEEL FRAME 120,000 PSI YIELD
- 1 1-PIECE 14" PTD STL 1/4" HD BUMPER JACK PROVISION
- 1 FRONT FRAME-MOUNTED TOW HOOKS
- 1 NO LICENSE PLATE MOUNTING
- 1 NO AUTO TRACTION CHAINS
- 1 REAR TOW HOOKS
- 1 STANDARD DUTY HOOD MOUNTING
- 1 FIBERGLASS HOOD
- 1 HOOD MTD CHROMED PLASTIC GRILLE
- 1 ALL LOCKS KEYED THE SAME
- 1 CHROME HOOD MOUNTED AIR INTAKE GRILLE
- 1 NO INTERIOR GLOVE BOX/CAB FLOOR STORAGE
- 1 VALVE & PLUMBING FOR CUSTOMER FURNISHED AIR HORN
- 1 FULLY CONFIGURABLE INSTRUMENT PANELS W/PEDESTRIAN DETECTION
- 1 (2) CUPHOLDERS, LEFT HAND AND RIGHT HAND DASH
- 1 REINFORCED NYLON, FABRIC AND WIRE BRAID CHASSIS AIR LINES

ELECTRICAL - CHASSIS

- 1 LN 12 VOLT 270 AMP 4949PA PAD MOUNT ALTERNATOR
- 1 PROG RPM CTRL W A/C OR 12.75V LOW VOLT AUTO HI IDLE, DASH SW
- 1 DIAGNOSTIC INTERFACE CONNECTOR,9-PIN, S
- 1 IGNITION SWITCH CONTROLLED ENGINE STOP
- 1 HEATED STEPS - NONE
- 1 12VOLT POWER SUPPLY LH PANEL

- 1 SOLID STATE CIRCUIT PROTECTION, PDMS WIT
- 1 (2) ALLIANCE 1131, GROUP 31, 12 VOLT, MF, 1900 CCA BATTERIES
- 1 STANDARD FRONT TURN SIGNAL LIGHTS
- 1 ROTARY HDLAMP SWITCH, MRKR LTS/HDLT SW W/O FOG/RD LMPS
- 1 NO FENDER MTD TURN/MARK COMBO LPS
- 1 AMBER LED MIDSHIP TURN SIGNALS
- 1 RED LED OVER REAR WHEELS MTD TURN SIGNALS GUARD
- 1 DAYTIME RUNNING LIGHTS SET @ 100% & EXTERIOR LAMPS W/ENG RUN
- 1 LED HEADLIGHT ASS & INCANDESCENT MARKER/TURN LAMP CHROME
- 1 NO UTILITY/ADVERTISING LIGHT
- 1 STOP SIGN PRESENT
- 1 NO BAGGAGE COMPARTMENT LAMP
- 1 PASSENGER COMPARTMENT DOME LAMPS, BATTERY ACTIVATED
- 1 EXT LGTS, SEP ID/MRKR SWITCH
- 1 NO BODY MTD INT SPOT/WORK LAMP
- 1 EIGHT LAMP WARNING SYSTEM, LH DASH SWITCH(ES), PACKAGE 27
- 1 ELECTRONIC STABILITY CONTROL
- 1 NO LIFT DOOR
- 1 AIR OPERATED BATTERY CONTROLLED RH FRONT ENTRANCE DOOR
- 1 OFF-ON RED LS PNL
- 1 AC W/ RECIRC; ON/OFF NOISE SUPR
- 1 NO CAMERA/VIDEO/IMAGING SYSTEM
- 1 C/F J1939 RADIO W/PA
- 1 FASTEN SEAT BELT INDICATOR FOR CUSTOMER SUPPLIED SEAT BELT
- 1 LOCATING SYSTEM WITH VEHICLE MONITORING
- 1 ELECTRONIC SPEEDOMETER WITH SECONDARY KPH SCALE, NO ODOMETER
- 1 ENGINE AND HOUR METERS INTEGRAL WITH DRIVER DISPLAY
- 1 DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY
- 1 ELECTRIC FUEL GAUGE
- 1 ELECTRIC ENGINE OIL PRESSURE GAUGE
- 1 ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE

ENGINE AND EQUIPMENT

- 1 CUM B6.7 260 HP @ 2400 RPM, 2600 GOV, 660 LB/FT @ 1600 RPM
- 1 ANTI-FREEZE TO -34F, OAT (NITRITE AND SILICATE FREE)EXT LIFE
- 1 ENGINE-MOUNTED OIL CHECK AND FILL
- 1 CUMMINS 18.7 CFM COMPRESSOR
- 1 CUMMINS SPIN ON FUEL FILTER
- 1 STANDARD ENGINE OIL
- 1 FULL FLOW OIL FILTER
- 1 DAVCO 245 FUEL/WATER SEPARATORW/12V HEAT & WIF
- 1 ALUMINUM FLYWHEEL HOUSING
- 1 STANDARD OIL PAN
- 1 ELECTRONIC ENGINE, INTEGRAL WARNING & DERATE PROTECTION SYST
- 1 DELCO 12V 38MT HD STARTER WITH INTEGRATE
- 1 GATES BLUE STRIPE COOLANT HOSES
- 1 CONSTANT TORQUE BREEZE CLAMPS ON 1" IN DIA GREATER, SS C
- 1 DONALDSON ONE-STAGE AIR CLEANER
- 1 700 SQUARE INCH ALUMINUM RADIATOR
- 1 VISCOUS FAN DRIVE
- 1 65 MPH ROAD SPEED LIMIT
- 1 NO IDLE SHUTDOWN CONFIGURATION
- 1 ELECTRONIC TACHOMETER 3000 RPM
- 1 DIGITAL TRANS OIL TEMP IN DRIVER DISPLAY

TRANSMISSION AND EQUIPMENT

- 1 ALLISON 2500 PTS AUTOMATIC TRANSMISSION
- 1 ALLISON VOCATIONAL PACKAGE 354 - FIFTH GEN
- 1 TRANSMISSION OIL CHECK AND FILL
- 1 SYNTHETIC 50W TRANSMISSION LUBE (TES-295 COMPLIANT)
- 1 WATER TO OIL TRANSMISSION COOLER - IN RADIATOR END TANK
- 1 6M1-PROMARY MODE GEARS
- 1 NO TCU-LBSS VAC

1 NO MODE SWITCH

WHEELS AND TIRES

1 FRONT BRIDGESTONE ECOPIA R268 11R22.5 16 PLY TIRES

1 REAR BRIDGESTONE ECOPIA R268 11R22.5 16 PLY TIRES

1 NO TIRE PRESSURE CONTROL/SENSOR

1 TIRE/WHEEL BALANCING-LEAD FREE WEIGHTS

1 ACC PKYEL28 (N5898H) POWDER YELLOW,FT WHEELS,SCHOOL BUS YEL

1 ACC PKYEL28 (N5898H) POWDER YELLOW,RR WHEELS,SCHOOL BUS YELL

OTHER TYPE

Electrical - body

1 ELEC-(2) USB OUTLET LS CABINET

PDI

1 NO 3RD A/C EVAPORATOR

Meets all FMVSS requirements in effect at the time of manufacture.

MEMORANDUM OF UNDERSTANDING
BETWEEN
COTTONWOOD TEACHERS ASSOCIATION
AND
COTTONWOOD UNION ELEMENTARY SCHOOL DISTRICT

This Memorandum of Understanding ("MOU") is entered into by and between Cottonwood Union Elementary School District ("District") the Cottonwood Teachers Association ("Association").

Whereas, the District and the Association desire to provide compensation for two additional Extra-Duty Stipends to be added to the Collective Bargaining Agreement for the 2026-2027 school year.

- Curriculum Teacher Stipend (North) - \$2400 per Fiscal Year
- Curriculum Teacher Stipend (West) - \$2400 per Fiscal Year

This Stipend will be payable in monthly installments on the regular payroll cycle October 2026-June 2027 school year.

Doug Geren, Superintendent

Date

Kelly Estrada, Association President

Date

Rachel Barnett, Association Vice President

Date

COTTONWOOD UNION SCHOOL DISTRICT

Certificated Employees 2026-27 Salary Schedule

STEP	COLUMN A BA+ 30-44 UNITS		COLUMN B BA+ 45-59 UNITS		COLUMN C BA+ 60 UNITS		COLUMN D BA+ 75 UNITS	
1	\$	56,772	\$	57,542	\$	58,312	\$	59,083
2	\$	58,236	\$	59,344	\$	60,452	\$	61,560
3	\$	59,701	\$	61,146	\$	63,174	\$	65,202
4	\$	61,734	\$	63,533	\$	65,335	\$	67,136
5	\$	64,380	\$	66,188	\$	68,000	\$	69,813
6	\$	66,741	\$	68,549	\$	70,360	\$	72,170
7	\$	69,103	\$	70,911	\$	72,721	\$	74,532
8	\$	71,462	\$	73,272	\$	75,083	\$	76,893
9	\$	73,826	\$	75,634	\$	77,444	\$	79,255
10	\$	76,185	\$	77,993	\$	79,804	\$	81,614
11	\$	78,545	\$	80,354	\$	82,164	\$	83,974
12	\$	81,245	\$	83,061	\$	85,677	\$	88,293
13	\$	81,245	\$	83,061	\$	85,677	\$	88,293
14	\$	83,415	\$	85,231	\$	87,847	\$	90,463
15	\$	83,415	\$	85,231	\$	87,847	\$	90,463
16	\$	85,585	\$	87,401	\$	90,017	\$	92,633
17	\$	85,585	\$	87,401	\$	90,017	\$	92,633
18	\$	87,755	\$	89,572	\$	92,187	\$	94,803
19	\$	87,755	\$	89,572	\$	92,187	\$	94,803
20	\$	89,925	\$	91,742	\$	94,357	\$	96,973
21	\$	89,925	\$	91,742	\$	94,357	\$	96,973
22	\$	89,925	\$	93,912	\$	96,528	\$	99,143
23	\$	89,925	\$	93,912	\$	96,528	\$	99,143
24	\$	89,925	\$	93,912	\$	99,084	\$	101,699
25	\$	89,925	\$	96,468	\$	99,084	\$	101,699
26					\$	101,640	\$	104,327
27					\$	101,640	\$	104,327
28					\$	104,197	\$	107,025
29							\$	107,025
30							\$	109,797

6% of C9 (midpoint) Board approved 10/20/2026

Additional \$2000 per year awarded for Master's Degree.

Insurance Cap \$12,400.00 per fiscal year

See CTA Contract for salary advancement requirements.

Article XV 15.2: All courses for salary advancement must be pre-approved in writing.

COTTONWOOD UNION SCHOOL DISTRICT
COUNSELOR
2026/2027

7.5 hour day

Days	195
Step 1	67,511.25
Step 2	69,539.32
Step 3	71,567.39
Step 4	73,595.46
Step 5	75,623.53
Step 6	77,651.60
Step 7	79,679.67
Step 8	81,707.74
Step 9	83,736.84
Step 10	85,764.91

Insurance cap per year \$12,400.00

Master's Degree \$2,000.00 per year

6% increase of Step 5 - Board approved 10/20/2026

COTTONWOOD UNION SCHOOL DISTRICT
PSYCHOLOGIST
2026/2027

195 DAYS
7.5 hour day

STEP	SALARY
0- Intern	\$ 78,110.94
1	\$ 82,396.77
2	\$ 87,086.36
3	\$ 92,063.32
4	\$ 97,347.22
5	\$ 102,955.57
6	\$ 108,667.95
7	\$ 108,667.95
8	\$ 108,667.95
9	\$ 108,667.95
10	\$ 108,667.95
11	\$ 114,716.11
12	\$ 114,716.11

Insurance cap per yr. \$ 12,400.00
Master's Stipend \$2,000.00 per year

6 % of Step 6 - increase Board approved 10/20/2026

COTTONWOOD UNION SCHOOL DISTRICT
PSYCHOLOGIST ON SPECIAL ASSIGNMENT
2026/2027

195 days
8 hour day

STEP	Salary
1	\$ 98,773.75
2	\$ 103,463.34
3	\$ 108,440.30
4	\$ 113,724.20
5	\$ 119,332.55
6	\$ 125,044.93
7	\$ 125,044.93
8	\$ 125,044.93
9	\$ 125,044.93
10	\$ 125,044.93
11	\$ 131,093.09
12	\$ 131,093.09

Insurance cap per yr. \$ 12,400.00
Master's Stipend - \$2,000.00 per year

6% of step 6 - increase Board approved 10/20/2026

COTTONWOOD UNION SCHOOL DISTRICT
SPEECH LANGUAGE PATHOLOGIST
2026/27

7 hour day

Step	190 Days
Intern	\$ 84,850.60
Step 1	\$ 84,850.60
Step 2	\$ 89,966.61
Step 3	\$ 92,481.87
Step 4	\$ 95,072.32
Step 5	\$ 97,741.05
Step 6	\$ 100,489.09
Step 7	\$ 103,320.56
Step 8	\$ 106,236.49
Step 9	\$ 108,237.78
Step 10	\$ 110,280.27
Step 11-13	\$ 112,363.96
Step 14-16	\$ 114,487.82
Step 17-19	\$ 116,655.97
Step 20-22	\$ 118,865.32
Step 23-25	\$ 121,119.99
Step 26-28	\$ 123,421.01
Step 29-31	\$ 125,766.32
Step 32+	\$ 128,159.01

Insurance Cap per year \$12,400.00

Master's Degree Stipend - \$2,000 per year

6% increase Step 9 Board approved 12/2/2025

COTTONWOOD UNION SCHOOL DISTRICT
ADMINISTRATION SALARY SCHEDULE
2026-2027
EFFECTIVE 7/1/2026

PRINCIPAL K-5 (210 days)		PRINCIPAL - MIDDLE (210 days)		ASST PRINCIPAL (205 days)	
Step 1	\$112,651	Step 1	\$117,564	Step 1	\$93,519
Step 2	\$115,741	Step 2	\$120,654	Step 2	\$96,151
Step 3	\$118,831	Step 3	\$123,744	Step 3	\$98,864
Step 4	\$121,921	Step 4	\$126,834	Step 4	\$101,658
Step 5	\$125,011	Step 5	\$129,924	Step 5	\$104,534
Step 6	\$128,101	Step 6	\$133,014	Step 6	\$107,498
Step 7	\$128,101	Step 7	\$133,014	Step 7	\$110,549
Step 8	\$131,191	Step 8	\$136,104	Step 8	\$113,693
Step 9	\$131,191	Step 9	\$136,104		
Step 10	\$134,281	Step 10	\$139,194		

Insurance Cap Per Year \$12,400
MASTER'S STIPEND \$2,000.00 PER YEAR

Board Approved 10/20/2026

COTTONWOOD UNION SCHOOL DISTRICT
CONFIDENTIAL MANAGEMENT
2026-27 SALARY SCHEDULE

	1	2	3	4	5	6	7
DATA MGMT/HR/ADMIN ASST	33.65	34.58	35.49	36.39	37.28	38.20	39.14
DIST PURCHASING/AR/AP	33.65	34.58	35.49	36.39	37.28	38.20	39.14
PR/HR SPECIALIST	34.36	35.57	36.82	38.13	39.49	40.92	42.39
DIR M&O	36.70	37.39	38.24	38.99	39.76	40.51	41.29

6% Step 4 - increase approved
10/20/2026

INSURANCE CAP PER YR \$12,400
BACHELOR'S STIPEND \$750.00 PER YEAR
MASTER'S STIPEND \$2,000.00 PER YEAR

LONGEVITY ADDED TO STEP SEVEN IN
THE FOLLOWING YEARS

10 YRS	1.00%
14 YRS	2.50%
16 YRS	5.00%
18 YRS	7.50%
20 YRS	10.00%
22 YRS	12.50%
24 YRS	15.00%

COTTONWOOD UNION SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2026/2027

Hourly Wage

	STEPS	A	B	C	D	E	F	G
1	DISTRICT/PAYROLL	\$29.32	\$30.21	\$31.05	\$ 31.91	\$ 32.73	\$ 33.62	\$ 34.47
2	SITE/ADM ASST	\$26.59	\$27.42	\$28.23	\$ 29.04	\$ 29.84	\$ 30.68	\$ 31.49
3	SITE/CLERICAL	\$23.76	\$24.65	\$25.52	\$ 26.34	\$ 27.23	\$ 28.04	\$ 28.93
4	INSTR AIDE/ LIBRARY AIDE	\$19.70	\$19.98	\$20.26	\$ 20.53	\$ 20.81	\$ 21.10	\$ 21.41
5	INSTR AIDE/ SN, PRESCH ASST.	\$20.32	\$20.59	\$20.86	\$ 21.15	\$ 21.43	\$ 21.98	\$ 22.62
6	HEALTH AIDE	\$19.38	\$19.98	\$20.26	\$ 20.53	\$ 20.81	\$ 21.41	\$ 22.01
7	INTERPRETER	\$28.08	\$29.09	\$30.11	\$ 31.07	\$ 32.15	\$ 33.14	\$ 34.17
8	HEALTH CLERK, PRSCH TEACHER	\$20.99	\$21.28	\$21.69	\$ 22.54	\$ 23.40	\$ 24.27	\$ 25.08
9	BILINGUAL AIDE	\$20.32	\$20.59	\$20.86	\$ 21.15	\$ 21.43	\$ 21.98	\$ 22.62
10	LAB TECH/LIBR TECH	\$23.79	\$24.68	\$25.55	\$ 26.68	\$ 27.23	\$ 28.07	\$ 28.96
11	CUST/MAINT DAY	\$21.82	\$22.46	\$23.09	\$ 23.77	\$ 24.42	\$ 25.04	\$ 25.69
12	CUST/MAINT SWING	\$22.38	\$23.03	\$23.72	\$ 24.39	\$ 25.04	\$ 25.71	\$ 26.35
13	CUST MAINT/ LEAD	\$23.69	\$24.34	\$25.01	\$ 25.64	\$ 26.28	\$ 26.94	\$ 27.60
14	KITCHEN MANAGER	\$28.91	\$29.67	\$30.40	\$ 31.13	\$ 31.89	\$ 32.62	\$ 33.36
15	CAFE ASST	\$19.39	\$19.67	\$19.96	\$ 20.24	\$ 20.50	\$ 20.78	\$ 21.19
16	COOK	\$22.71	\$23.36	\$24.00	\$ 24.56	\$ 25.32	\$ 25.95	\$ 26.60
17	BUS DRIVER I	\$22.62	\$23.60	\$24.58	\$ 25.53	\$ 26.48	\$ 27.45	\$ 28.42
18	BUS DRIVER II	\$24.29	\$25.20	\$26.12	\$ 27.07	\$ 28.00	\$ 28.90	\$ 29.84
19	BUS DRIVER/MECH	\$24.27	\$25.27	\$26.24	\$ 27.20	\$ 28.12	\$ 29.09	\$ 30.07
20	TRANS LEAD	\$32.14	\$32.98	\$33.84	\$ 34.73	\$ 35.61	\$ 36.52	\$ 37.46
21	LICENSED HEALTH	\$25.56	\$26.34	\$27.16	\$ 27.78	\$ 28.72	\$ 29.61	\$ 30.57
22	MAINTENANCE/SKILLED	\$26.32	\$27.23	\$28.15	\$ 29.16	\$ 30.15	\$ 31.23	\$ 32.24
23	BUSTODIAN	\$22.23	\$23.04	\$23.84	\$ 24.67	\$ 25.44	\$ 26.24	\$ 27.07
24	PRESCHOOL DIRECTOR	\$29.34	\$30.10	\$30.87	\$ 31.63	\$ 32.42	\$ 33.17	\$ 33.93
25	BUSAIDIAN	\$20.73	\$21.41	\$22.10	\$ 22.82	\$ 23.57	\$ 24.36	\$ 25.18
26	BEHAVIOR TECHNICIAN I	\$23.88	\$24.51	\$25.15	\$ 25.81	\$ 26.49	\$ 27.18	\$ 27.90
27	READING INTERVENTION INST. AID	\$21.61	\$21.89	\$22.17	\$ 22.44	\$ 22.72	\$ 23.00	\$ 23.31
28	MAINTENANCE/CUSTODIAL MNGR	\$34.26	\$35.17	\$36.07	\$ 36.98	\$ 37.89	\$ 38.79	\$ 39.70
29	VAN DRIVER	\$19.95	\$20.93	\$21.91	\$ 22.85	\$ 23.81	\$ 24.78	\$ 25.75
30	LEAD COOK	\$25.46	\$26.11	\$26.74	\$ 27.31	\$ 28.06	\$ 28.70	\$ 29.35
	LONGEVITY							
	1.0 @ 10							
	2.5 @ 14							
	5.0 @ 16							
	7.5 @ 18							
	10. @ 20							
	12.5 @ 22							
	15.0 @ 24							

INSURANCE CAP PER YEAR \$12,400.00
BACHELOR'S STIPEND \$750.00 PER YEAR
MASTER'S STIPEND \$2,000.00 PER YEAR

10% increase of Column D Board Approved 10/20/2026

**COTTONWOOD UNION SCHOOL DISTRICT
TECH COORDINATOR
2026-27 SALARY SCHEDULE**

255 Days	SALARY	HOURLY
Step 1	71792.12	35.19
Step 2	74208.50	36.38
Step 3	76919.05	37.71
Step 4	79755.67	39.10
Step 5	82676.34	40.53
Step 6	82676.34	40.53
Step 7	82676.34	40.53
Step 8	85744.09	42.03
Step 9	85744.09	42.03
Step 10	85744.09	42.03

Insurance cap per yr. \$12,400.00
Bachelor's Stipend \$750.00 per year
Master's Stipend \$2,000.00 per year

6% increase Step 5 - Approved 10/20/2026

Cottonwood Union School District
Chief Business Official
2026-2027 Salary Schedule

255 DAYS	Salary	Hourly
Intern Step 1	\$ 111,342.20	\$54.58
Intern Step 2	\$ 113,382.20	\$55.58
1	\$ 117,564.20	\$57.63
2	\$ 120,654.20	\$59.14
3	\$ 123,744.20	\$60.66
4	\$ 126,834.20	\$62.17
5	\$ 129,924.20	\$63.69
6	\$ 133,014.20	\$65.20
7	\$ 133,014.20	\$65.20
8	\$ 136,104.20	\$66.72
9	\$ 136,104.20	\$66.72
10	\$ 139,194.20	\$68.23
11	\$ 141,662.60	\$69.44

INSURANCE CAP PER YEAR \$12,400

BACHELOR'S STIPEND \$750.00 PER YEAR

MASTER'S STIPEND \$2,000.00 PER YEAR

LONGEVITY %

based on step 12 salary

Consecutive yrs in district

2.5 @ 14 yrs

5.0 @ 16 yrs

7.5 @ 18 yrs

10.0 @ 20 yrs

12.5 @ 22 yrs

15.0 @ 24 yrs

Re-Align CBO Salary Schedule to Match Middle School Principal Schedule After Approval of Increase

West Cottonwood 8th Grade Class Trip Itinerary

May 24, 25 & 26, 2027

Monday, May 24

5:30 am: Arrive at West Cottonwood
5:50 am: Board busses
6:00 am: Depart West Cottonwood **PROMPTLY**
11:00 am: 1 hour lunch break ½ way
12:00 pm: Board busses FOR 5 HOURS
5:00 pm: Hotel Check-in
6:00 pm: Dinner/Down Town Disney
12:00 pm: Lights Out

Tuesday, May 25

6:15 am: Breakfast at the motel
6:45 am: Leave for the park(.8 of a mile from the park)
7:00-7:45 am: Get through security
8:00 am: Rope Drop at the park
12:00 am: Meet at the front gate to travel back to the hotel
12:30 am: lights out

Wednesday, May 26

7:00 am: Breakfast and Checkout
8:00 am: Depart hotel **PROMPTLY**
1:00-2:00 pm: 1 hour lunch break ½ way
7:00 pm: Arrive at West Cottonwood

Important Things to Note:

- Dress code rules still apply. We advise wearing comfortable shoes.
- Students need to be prepared for both warm and cool weather, sunscreen and a light jacket will be needed.
- There are several 'Cash-to-Card Kiosk' in the park for students to load their cash into a prepaid card that they will be able to use in the park. There is no fee for this. Or, you can send your child with a prepaid VISA card or the like.
- On the second day, May 25th the students will be given a class t-shirt that must be worn during the day at the park.
- Students are allowed to carry their cell phones. Additional phone requirements will be followed at the hotel. On the trip home, students will be calling about a half hour before arriving in Cottonwood for pick up arrangements.
Please be on time!

Emergency Phone Numbers:

West Cottonwood 530-347-3123
Lupe Cordova 530-921-6581
Sommer Powers 530-526-2336
Laura Walker 530-529-7442
Best Western Plus Pavilions 866-247-1589



8th Grade Trip

Cost Breakdown

Category	Description	Notes	Amount
Transportation	Catch Transportation & Events		\$26,000.00
Lodging	Best Western Plus Pavilions		\$9,000.00
Tickets	Disney admission & \$40 food voucher		\$16,000.00
Dinner night 1	Spaghetti Factory		\$3,000.00

Cost of Trip: **\$54,000.00**

Projected Contributions

Student Contribution - \$150 = \$15,000 **\$15,000.00**

Harvest Dinner Contribution - \$15,000 **\$15,000.00**

Father Daughter Dance Contribution - \$6000 **\$6,000.00**

Other Fundraisers - \$18,000 **\$18,000.00**

Projected Contributions **\$54,000.00**

**BOARD RESOLUTION
#2026-20
AMEND BYLAWS
OF
NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP (NCSIG)**

WHEREAS, Cottonwood Union School District is a Member of Northern California Schools Insurance Group and the NCSIG Board of Directors reviewed and approved the proposed amendment to the Bylaws of NCSIG on May 29, 2026.

WHEREAS, Article XIV of the NCSIG Bylaws requires approval by two-thirds (2/3) of the NCSIG membership for amendments to become effective.

NOW THEREFORE BE IT RESOLVED THAT:

The Board of Trustees of Cottonwood Union School District hereby approves the Amendments to the NCSIG Bylaws Amended and Restated dated May 29, 2026.

PASSED AND ADOPTED by the Board of Directors of the

Cottonwood Union School District on this day, Tuesday, October 20, 2026 by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA

COUNTY OF _____

I, Brandt Shriner, Secretary of the Cottonwood Union School District Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of the resolution adopted by the Board of Trustees at a regularly called and conducted meeting held on said date.

Secretary of Board of Trustees

BACKGROUND:

NCSIG JPA Bylaws were rewritten and approved 12/7/2017 and approved by two-thirds vote of Membership effective March 1, 2018 and were last reviewed and revised 5/26/2022.

STATUS:

The NCSIG Board approved the amended changes to the bylaws on May 29, 2026. In accordance with Article XIV of the Bylaws a 2/3 vote from all members are required to pass the proposed changes.

Summary of Proposed Changes:

The Bylaws define the number of board members from each NCSIG representative county based on ADA. The change as outlined in the bylaws will change the qualifying ADA for counties that do not have the majority of their PEA's as NCSIG members. This will allow members with sufficient ADA (500 or more) to have board representation regardless of how many PEA's in their county are NCSIG Members.

RECOMMENDATION:

Approve the resolution to approve the amendment to the NCSIG Bylaws as proposed.



Northern California Schools Insurance Group

BYLAWS

Rewritten in entirety and approved by NCSIG Board of Directors on December 7, 2017 and approved by two-thirds vote of Membership to be effective March 1, 2018.

Article I Section D. Amended
Approved by Board of Directors May 26, 2022 Ratified by Membership



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BYLAWS

NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP JOINT POWERS AUTHORITY

PREAMBLE

Northern California Schools Insurance Group ("NCSIG") was established pursuant to the terms of a Joint Powers Agreement ("JPA Agreement") by and among its Public Educational Agencies ("PEA") for the purpose of providing the services and other items necessary and appropriate for the establishment, operation, and maintenance of a joint program for liability and property damage protection for the PEA's who are Members ("Members") hereof, and to provide a forum for discussion, study, development, and implementation of recommendations of mutual interest regarding pooled coverage and group purchase insurance and reinsurance programs. Pursuant to the terms of the JPA Agreement, NCSIG has adopted these Bylaws ("Bylaws") to apply to and govern NCSIG and its Members.

ARTICLE I BOARD OF DIRECTORS

- A. A Board of Directors is hereby established to represent the NCSIG membership.
- B. The Board of Directors shall be formed in the following manner. Each California County in which a majority of Public Educational Agencies in that county are members of NCSIG shall have representation on the Board of Directors. Representation from each county shall be on a weighted basis based on each county's combined Average Daily Attendance (ADA). ADA shall be as determined in the NCSIG Underwriting Policy for purposes of rate setting each year. Should a county's ADA change the county to a different size category, the change in number of Directors shall become effective at the beginning of the next fiscal year beginning July 1. Selection of Directors from each county shall be designated by the county's Superintendent of Schools and must be either a school administrator or a designated confidential employee of a member and shall serve at the pleasure of the Members in that county. Each Director shall be entitled to cast one vote in all matters requiring a vote, except in the case of an actual or potential conflict of interest.

Total County ADA		Number of Directors
0 -	7,499	2
7,500 -	24,999	3
25,000 -	Over	4

- C. If a Public Educational Agency is located in a county where the majority of Public Educational Agencies are not members of NCSIG, the size category and number of votes for that Director shall be as shown in the Table below. The Director would be appointed by the Superintendent of the Public Educational Entity with qualifying ADA. All votes allocated to each Director shall be cast together and cannot be split.

Individual Member ADA		Votes Allocated
0 -	4,999	0
<u>500</u>	<u>4,999</u>	<u>1</u>
5,000 -	7,499	2
7,500 -	24,999	3
25,000 -	Over	4

- D. Each Director shall designate an alternate representative from their PEA who is employed as a school administrator or a designated confidential employee that is authorized to act in the event of the absence of the appointed Director. Only the designated Director or alternate may serve on the board. Individuals may be appointed to serve as alternates by one or more Authority Members so long as the qualified alternate represents a member PEA from the same county.
- E. The Board of Directors shall hold at least one regular meeting each fiscal year. The date, time, and location for each such regular meeting shall be fixed by the Board of Directors, and shall be publicly noticed prior to the meeting. All meetings of the Board of Directors shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (Sections 54950, et seq., of the California Government Code), as said Act may be modified by subsequent legislation, and as the same may be augmented by rules of the Board of Directors not inconsistent therewith. The Board may hold additional meetings as determined by the Board and consistent with Brown Act. Except as otherwise provided or permitted by law, all meetings of the Board are open and public. The Board of Directors will cause minutes of its meetings to be kept, and post the true and correct copies of the minutes of such meetings after Board approval.
- F. The principal office for the transaction of business of NCSIG and receipt of all notices is hereby fixed and located as described in Appendix A attached hereto and incorporated herein by reference. The Board of Directors shall have the authority to change the location of the principal office.
- G. The Board of Directors may establish and dissolve operating committees and establish such committees and their operating policies.
- H. The Board of Directors may establish, revise and discontinue policies related to the operation of NCSIG and such approved policies are binding upon the Members unless otherwise specified by policy established by the Board of Directors.
- I. The Board of Directors shall determine Contributions and the method by which Contributions will be paid to NCSIG. The Board of Directors will also provide for additional assessments during the year, if necessary or appropriate, to allow for increased costs and expenses that may occur. The Board of Directors shall insure that a complete and accurate system of accounting of the NCSIG financials are maintained at all times consistent with established auditing standards and accounting procedures.
- J. The Board of Directors shall review coverages that are provided to Members and establish policies and procedures for claims administration.

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- K. The Board of Directors shall approve the terms of all related insurance, excess insurance, reinsurance and other agreements, including the terms of coverage, claims services, cost and compensation.
 - L. The Board of Directors shall directly or by contract provide for services required to effectively implement all aspects of the Joint Program.
 - M. The Board may authorize any Officer or Officers, agent or agents, to enter into any contract or execute any instrument in the name and on behalf of NCSIG, and such authorization may be general or confined to specific instances. Unless so authorized by the Board of Directors, no Officer, agent or employee shall have any authority to bind NCSIG by any contract or to pledge its credit or to render it liable for any purpose.

ARTICLE II RULES OF THE BOARD OF DIRECTORS

- A. The Board of Directors may establish rules governing its own conduct and procedures and have such expressed or implied authority as is not inconsistent with, or contrary to, the laws of the State of California, these Bylaws, or the Joint Powers Agreement.
- B. A quorum for the transaction of business by the Board of Directors shall consist of a majority weighted vote of the Directors or their alternate. All action shall require the approval of a majority weighted vote of the Directors or their alternate present at the meeting, unless a higher percentage vote is required by the Agreement or these Bylaws.
- C. No one serving on the Board of Directors shall receive any salary or compensation from NCSIG.
- D. The Board of Directors may approve reimbursement for expenses incurred.

ARTICLE III OFFICERS

- A. The principal Officers of NCSIG shall be a President, a Vice President, a Secretary/Auditor-Controller, a Treasurer, and a Finance Chair ("Officers").
- B. Election of Officers:
 - 1. The Officers of NCSIG shall be elected by the weighted vote of the Directors or his/her alternate.
 - 2. The Officers of NCSIG shall serve a term of two years, beginning July 1 of even-numbered years.
 - 3. Elections shall take place at the last regularly scheduled Board of Directors meeting prior to the commencement of even-numbered Program Years. Directors may make nominations of individuals who meet the requirements for the office at the time of election. If such nomination is seconded, the nominated individual shall be a candidate



for that office for which the candidate was nominated. The candidate with the greatest number of weighted votes shall be elected to the office.

4. Any person elected as an Officer may be removed at any time, with or without cause, by a majority of the weighted votes of Directors or their alternate present at the Board meeting.
 5. Officers shall at all times during their term be the designated Director of a Member. In the event an Officer is no longer a designated Director of a Member, then such individual shall no longer be an Officer of NCSIG.
 6. All vacancies arising may be filled at any time by the weighted vote of the Directors or their alternate present at that Board of Directors meeting.
- C. The President will preside at all meetings of NCSIG. The President shall appoint the Finance Chair to serve as a NCSIG Officer and members of committees as necessary or appropriate for carrying on the activities of NCSIG. Committees appointed by the President may hold office beyond the President's term subject to the approval of the new President. The President shall execute documents on behalf of NCSIG as authorized by the Board of Directors and shall serve as the back-up liaison to the JPA Manager between this and any other organization. The President shall have authority to approve demands.
- D. The Vice President shall have such powers and perform such duties as may be prescribed from time to time by the Board of Directors or the President. In the absence or disability of the President, the Vice President shall be vested with all the powers and authorized to perform all the duties of the President. The Vice-President shall also serve as the auditor/controller of NCSIG in the absence of the auditor-controller and shall approve demands.
- E. The Secretary shall be present at all meetings of NCSIG to cause minutes to be kept, to maintain or cause to be maintained all accounting and other financial records of NCSIG, to file all financial reports of NCSIG and perform such other duties as the Board may specify. The Secretary shall also serve as the Auditor/Controller of NCSIG and shall approve demands.
- F. The Treasurer shall be those specified in Sections 6505.5 or 6505.6 of the California Government Code, to cause to be received and safe kept all money coming into the treasury, to comply or cause to be complied with all laws governing the deposit and investment of funds, and to cause to be submitted a quarterly report (Treasurer's Report) to the Board summarizing receipts, disbursements, and fund balances, along with a listing of all investments and other duties as specified by the Board. The Treasurer shall have authority to approve demands.
- G. The Board of Directors may appoint or elect such additional Officers, and assign such duties and authorities, as it determines.
- H. The NCSIG Officers shall comprise the Claims Committee and will be subject to the Ralph M. Brown Act (Sections 54950, et seq., of the California Government Code).

**ARTICLE IV
EXECUTIVE DIRECTOR**

All decisions related to NCSIG shall be made by the Board of Directors. NCSIG may contract with a company with demonstrated expertise and experience to assist NCSIG with the management and operation of NCSIG ("Executive Director").

- A. The Executive Director shall provide employees and/or contractors to act as JPA Manager and Associate JPA Manager(s) to:
1. Monitor the status of NCSIG's programs and operations, losses, administrative and operational costs, service companies' and Servicing Agents performance and report to the Board.
 2. Prepare an annual budget.
 3. Assist the Board in selecting brokers, excess insurance companies or excess insurance Joint Powers Authorities.
 4. Assist the Board in selecting claims administrators, risk control consultants and other program services.
 5. Contract for claims audits and actuarial studies to determine cost allocations.
 6. Perform whatever functions are necessary and within the Executive Director's authority to manage the daily activities of NCSIG.
 7. Conduct the business of NCSIG in a manner consistent with the standards set forth by the California Association of Joint Powers Authorities (CAJPA) for their accreditation program.
- B. NCSIG shall compensate the Executive Director for services to NCSIG in such amount and manner as may be fixed from time-to-time by the Board of Directors. Details respecting compensation, termination, and other employment related matters pertaining to the Executive Director shall be governed by the Bylaws and such terms and conditions as the Board shall set forth in a contract or agreement.

**ARTICLE V
MEMBERSHIP IN NCSIG**

- A. Membership in NCSIG shall be open to any California Public Educational Agency which has been duly approved by the Board of Directors. NCSIG shall provide application forms and establish procedures for their completion and submission for review prior to being approved.

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- B. Upon approval, a Public Educational Agency may become a Member of NCSIG by executing a copy of the NCSIG Joint Powers Agreement, whereby said Public Educational Agency agrees to comply with the terms of the NCSIG Joint Powers Agreement and these Bylaws, as the same may from time to time be amended and in effect.
 - C. NCSIG may establish special rules and terms for membership as defined in NCSIG Policies.

ARTICLE VI FINANCE

- A. NCSIG shall operate on a fiscal year from July 1st through June 30th.
- B. The Board of Directors shall annually and in accordance with Policy adopt a budget showing each of the purposes for which NCSIG will need money and the estimated amount of money that will be needed for each such purpose for the ensuing fiscal year. A copy of the budget shall be provided to each of the Directors.
- C. Each Member shall pay to NCSIG each fiscal year the annual Contribution as calculated and adopted by the Board of Directors pursuant to the following:
 - 1. Each Member's Contribution shall be based upon such Member's retention, selected coverages, ADA, Total Insured Values and other information relative to providing coverage for the Member including rating factors as established by the NCSIG Underwriting Policy.
 - 2. Contributions are due and payable as established by the NCSIG Delinquent Contribution/Termination of Coverage Policy.
- D. Each Program Year shall be accounted for separately from every other Program Year in regard to the accounting for its assets and Obligations.
 - 1. All Contributions, Obligations, expenditures and disbursements of NCSIG that can be separately and distinctly identified by Program Year shall be accounted for separately by each Program Year.
 - 2. Any revenues, Obligations and expenses that cannot be separately and distinctly identified to a specific Program Year may be allocated among Program Years.
 - 3. Should the total Obligations for a Program Year exceed the total assets of that year, the Members participating in such Program Year may be assessed a Pro-Rata Share of the additional contribution required based on actuarial analysis and approved by the Board of Directors.
 - 4. Net Position Funds may be utilized for the benefit of NCSIG as determined and approved by the Board of Directors, including but not limited to a distribution of any positive net position funds to Members.

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5. NCSIG's Contingency Reserve must be met before any positive net position funds are eligible to be returned to the Members.
 6. Any unanticipated non-claim expenditures, not incorporated into the current annual budget, will be assessed against the Members, as determined by the Board of Directors. The assessment, if any, will be added to the Member's subsequent Program Year's Contribution.
- E. Any subrogation recoveries received by NCSIG shall be credited to NCSIG with any remaining balance refunded to the member for any incurred Self Insured Retention.
- F. An account shall be established and maintained to receive monies, pay operating expenses hold reserves and pay claims of NCSIG.

ARTICLE VII RECEIPT AND DISBURSEMENT OF FUNDS

- A. Revenues of NCSIG shall be received at its principal office. The Treasurer shall cause to be safeguarded and invested funds in accordance with NCSIG's current investment policy.
- B. The President, Vice-President, Secretary, Treasurer, Finance Chair, JPA Manager and Associate JPA Managers shall be authorized signatories of NCSIG's checking account. All checks disbursing funds of NCSIG shall be signed as established by action of the Board.
- C. A register of all checks issued since the previous Board meeting shall be provided at each subsequent Board meeting for approval
- D. The JPA Manager shall be authorized to make all expenditures for goods or services without specific approval, to the extent such funds have been included and approved by adoption of the budget or as previously approved by the Board.

ARTICLE VIII INVESTMENT OF FUNDS

NCSIG shall have the power to invest or cause to be invested, in compliance with Section 6509.5 of the California Government Code, such funds as are not necessary for the immediate operation of NCSIG as allowed by Section 53601 of the California Government Code.

ARTICLE IX ACCOUNTS AND RECORDS

- A. NCSIG is strictly accountable for all funds received and disbursed by it and, to that end, NCSIG shall establish and maintain such funds and accounts as may be required by Generally

Accepted Accounting Principles or by any provision of law or any resolution of NCSIG. Books and financial records of NCSIG shall be open to inspection at all reasonable times by representatives of the Members. NCSIG, as soon as practical after the close of each fiscal year, shall give, or cause to be given, a complete written report of all financial activities for such fiscal year to each Member of NCSIG.

- B. The Board of Directors shall make, or contract with a Certified Public Accountant to make, an annual audit of the accounts, records, and financial affairs of NCSIG. In each case the minimum requirements of the audit shall be those prescribed by the State Controller for Special Districts under Section 26909 of the California Government Code and shall conform to Generally Accepted Auditing Standards. When such an audit of accounts and reports is made by a Certified Public Accountant, a report thereof shall be filed within six months of the end of the fiscal year under examination with the State Controller and county auditor. Any costs of the audit, including contracts with, or employment of, Certified Public Accountants in making the audit(s) provided for herein, shall be appropriate administrative charges against the funds of NCSIG.
- C. The Board of Directors shall contract with an independent claims auditor at least every two years to conduct and audit of claims paid by NCSIG and to deliver an audit report to the Board of Directors.

ARTICLE X HOLD HARMLESS AND INDEMNIFICATION

The Board of Directors and the Officers of NCSIG, including former Directors and Officers, shall not be liable to NCSIG, to any Member or Former Member, or to any other person, for actual or alleged breach of duty, mistake of judgment, neglect, error, misstatement, misleading statement, or any other act or omission in the performance of their duties hereunder as provided by California Government, except in the event of fraud, gross negligence, or intentional misconduct of such director or Officer. NCSIG shall defend and shall indemnify and hold harmless its Directors and Officers, including former Directors and Officers, from any claim, demand, cause of action, and damages arising out of their performance of their duties as such Directors or Officers of NCSIG, to the extent authorized by Government Code Section 995. NCSIG may purchase conventional insurance to protect NCSIG, and its participating Members or Former Members, against any such acts or omissions by its Directors and Officers, including former Directors and Officers.

ARTICLE XI RISK MANAGEMENT

The Board of Directors of NCSIG may adopt recommended minimum standards for risk management/loss control practices. These standards and best practices shall be reviewed by each Member as part of each Member's risk management practices.

ARTICLE XII
WITHDRAWAL FROM OR TERMINATION OF MEMBERSHIP

Any Member having completed three complete program years as a Member of NCSIG may withdraw from its status as a Member and party to the Joint Powers Agreement at the end of the fiscal year subject to the following terms and conditions.

- A. Member must submit a written request to NCSIG JPA Manager no later than December 31 of the preceding Program Year.
- B. Termination of participation in future Program years does not relieve the terminated Member of any benefits or obligations of those Program Years in which the Member participated. These obligations including payment of assessments or any other amounts due and payable, and the terminated Member shall participate in all dividends for the Program Years in which the Member participated.
- C. A Member may be involuntarily terminated from membership in NCSIG upon the weighted vote of two-thirds of all the remaining Directors. Such involuntary termination shall become effective at the end of the Program Year in which the action is taken or upon such other date as the Board of Directors may specify, but in no case less than sixty days after notice of involuntary termination is given. As a result of such involuntary termination:
 - a. The incurred claims, incurred but not reported claims, and all Contributions of the terminated Member applicable to Program Years of membership shall stay with NCSIG.
 - b. The terminated Member shall continue to participate in each of the Program Years for which the agency was a Member.
 - c. The terminated Member shall continue to be bound by the JPA Agreement and the Bylaws for the Program Years during which such agency was a Member.
- D. Grounds for involuntary termination include, but are not limited to, the following:
 - a. Failure or refusal to abide by the JPA Agreement or Bylaws;
 - b. Failure or refusal of a Member to abide by an amendment of the JPA Agreement or Bylaws which has been adopted by the Board of Directors or by the Members of NCSIG as provided in the Agreement or these Bylaws;
 - c. Failure or refusal to pay Contributions or assessments to NCSIG as provided in the Agreement or Bylaws;
 - d. Failure to comply with risk management or safety programs implemented by NCSIG; or
 - e. Failure of a Member to disclose a material fact to NCSIG or its JPA Manager.

**ARTICLE XIII
DISPOSITION OF PROPERTY AND FUNDS**

Upon termination of the JPA Agreement, all assets of NCSIG shall be distributed only among the parties that have been participants in the Program, including any of those parties which previously withdrew pursuant to the JPA Agreement, in and proportionate to their Deposit Premiums and Assessments paid during the term of the JPA Agreement. The Board of Directors shall determine such distribution within six months after the last pending claim or loss covered by this JPA Agreement has been finally resolved and there is a reasonable expectation that no new claims will be filed.

The Board is vested with all powers of NCSIG for the purpose of concluding and dissolving the business affairs of NCSIG. These powers shall include the power to require Members, including those which were participants at the time the claim arose or at the time the loss was incurred, to pay their share of any assessments deemed necessary by the Board for final disposition of all claims and losses covered by the JPA Agreement for any program year.

**ARTICLE XIV
AMENDMENTS**

- A. Amendment to these Bylaws may be proposed by any Member of NCSIG.
- B. All amendments to these Bylaws must be approved by a two-thirds (2/3) weighted vote of the members of NCSIG Board of Directors, followed by a 2/3 vote of the entire membership. The effective date of any amendment will be on the first day of the next month following adoption, unless otherwise stated.

**ARTICLE XV
SEVERABILITY**

Should any portion, term, condition or provision of these Bylaws be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

**ARTICLE XVI
SUBORDINATION**

Should any portion, term, condition or provision of these Bylaws be in conflict with the JPA Agreement, the terms of the Bylaws will be subordinate to the JPA Agreement.

**ARTICLE XVII
RECORDS RETENTION POLICY**

NCSIG's records will be retained in accordance with the policy adopted by the Board of Directors.

**ARTICLE XVIII
NOTICES**

- A. Notices to NCSIG shall be in writing and delivered to NCSIG.
- B. Notices to Members shall be in writing and delivered to the Member.
- C. Reportable claims against Members shall be reported to the Member's Servicing Agent and/or the NCSIG Claims Administrator.

**ARTICLE XIX
EFFECTIVE DATE**

The effective date of any amendment will be the first day of the next month following adoption, unless otherwise stated.

**ARTICLE XX
DEFINITIONS**

The terms in these Bylaws shall be as defined herein and in the JPA Agreement creating the Northern California Schools Insurance Group, unless otherwise specified herein.

- A. "Associate JPA Manager" shall be an alternate JPA Manager in the event of a conflict of interest with the JPA Manager, in the absence of the JPA Manager, or for other duties as outlined in NCSIG documents, and will be subject to the direction and control of the Board and Executive Director.
- B. "Board" or "Board of Directors" shall mean the governing body of NCSIG as determined in Article I of the Bylaws.
- C. "Contribution" shall mean the amount determined by the Board of Directors as each Member's share of the cost of each Program Year of the Joint Program.
- D. "Contingency Fund" shall mean the excess by which NCSIG's assets exceed the Obligations for all the Program Years measured at a point in time as determined by the Board of Directors.
- E. "Director" shall be the person(s) appointed to the Board of Directors as provided for in this agreement. The Director shall have the authority to bind the Members on any and all matters relating to the business of NCSIG.
- F. "Excess Insurance" shall mean that insurance purchased by NCSIG either through other Joint Powers Authorities or through commercial insurance companies to cover losses in excess of NCSIG's pooled limits.

- 
- G. “Executive Director” shall be the entity engaged by NCSIG under written contract for the day-to-day administration, management, and operation of NCSIG’s programs of risk management and will be subject to the direction and control of the Board.
- H. “JPA Agreement” shall mean the Joint Powers Agreement creating the Northern California Schools Insurance Group.
- I. “JPA Manager” shall be the person (employee or contractor) of the Executive Director responsible for the day-to-day administration, management, and operation of NCSIG’s programs of risk management and will be subject to the direction and control of the Board and Executive Director.
- J. “Joint Program” shall mean the coverage for property and liability claims in excess of the Member’s retention pursuant to NCSIG’s coverage documents along with the purchasing of insurance or reinsurance or the setting aside of funds and reserves to pay for a self-insured retention or for losses not covered by insurance or reinsurance of such claims.
- K. “Servicing Agent” shall be the person or entity designated by the Members to act on their behalf in providing insurance services as determined by the Servicing Agent Policy.
- L. “Member” shall mean any Public Educational Agency who has been approved by the NCSIG Board of Directors for membership in NCSIG and is bound by the NCSIG JPA Agreement, Bylaws and other program policies which may be amended from time to time.
- M. “NCSIG” shall mean the Northern California Schools Insurance Group.
- N. “Obligations” shall mean to include, but not limited to, all payments required by law together with any other legal obligations incurred or potentially payable by NCSIG pursuant to the JPA Agreement or these Bylaws.
- O. “Program Year” shall mean one year of the Joint Program separate from each and every other Program Year and shall operate on fiscal year from July 1st through June 30th, or as otherwise determined by the Board of Directors.
- P. “Pro-Rata Share” shall mean the ratio of each Member’s Contribution in proportion to the total of all Members’ Contributions for each Program Year.
- Q. “Public Educational Agency” shall include individual school districts, community college districts, Regional Occupational Center or Program, County Superintendent of Schools or Board of Education, Charter Schools sponsored by NCSIG Members, or other Joint Powers Authorities approved by the NCSIG Board of Directors for membership.
- R. “Subrogation” shall mean the recovery of payments which NCSIG has made on behalf of a Member.



APPENDIX “A”

The principal address of the Northern California Schools Insurance Group (NCSIG) for the transaction of business and receipt of all notices shall be:

EXECUTIVE DIRECTOR
NORTHERN CALIFORNIA SCHOOLS INSURANCE GROUP
310 HEMSTED DRIVE, SUITE 200
REDDING, CA 96002

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1: To be completed by Site Supervisor)

Job Title/Classification: SDC Instructional Aid New Position ☒ Vacant Position ☐ Change ☐

Position Justification: (Program/Action Plan)

Moved an aid to the other SDC class for a one-on-one assignment

Desired Qualifications:

Skills/Abilities: Aid Qualifications

Amount of experience desired: _____

Certification/Licenses Needed: para test

Position is ☒ Permanent ☐ Temporary – from _____ to _____ ☐ Long Term Sub from _____ to _____

Daily Working Hours: from 8:30 to 2:15 Hours per day: 5.75

Worksite: Norm Cottonwood Assignment START date: ASAP

Work Months Per Year ☒ 11 month ☐ 12 month

Employee Replaced: Sarah Sprickman Supervisor: Chris Zettel

Signature of Requesting Supervisor: _____ Date: 10/8/26

(Section A-2: To be completed by CBO & Supt.)

Chief Business Official's Approval for Budget: _____ Date: 10/8/26

Superintendent's Approval to Post/Advertise: _____ Date: 10-8-26

(Section B: To be completed by Site Supervisor)

Interview Committee Recommendation: Daina Seale, Chris Zettel Date: 10/8/26

Reference Check: GC Date: 10/8 New Hire: ☒ Transfer: ☒

(initial)

Approval of Principal: GC Date: 10/8

(initial)

(Section C: To be completed by HR)

Salary Schedule Placement: Column: _____ Step: _____ Amount: _____ Effective Date: _____

Date Position Offered: _____ Health Benefits: ☐ Yes ☐ No Annual Cont. Days: _____

Position accepted: _____ Date: _____

(Placement is contingent on clearance of fingerprints and physical examination.)

PERSONNEL REQUEST FORM

(Section A-1: To be completed by Site Supervisor)

Job Title/Classification: Special Education Secretary New Position ☒ Vacant Position ☐ Change ☐

Position Justification: (Program/Action Plan) To assist with compliance, maintain student records, IEP coordination, providing director support

Desired Qualifications:

Skills/Abilities: Confidentiality, clerical work, time management, SIRAS (not required)

Amount of experience desired: Experience in a school, office skills, experience w/ special ed

Certification/Licenses Needed: N/A

Position is ☒ Permanent ☐ Temporary - from _____ to _____ ☐ Long Term Sub from _____ to _____

Daily Working Hours: from 8 to 2:15 Hours per day: 5.75

Worksite: Both (Primary: West) Assignment START date: NOV. 1, 2026 or ASAP

Work Months Per Year ☒ 11 month ☐ 12 month

Employee Replaced: Alyson Stove Supervisor: Steve Gallo

Signature of Requesting Supervisor: [Signature] Date: 10/12/24

(Section A-2: To be completed by CBO & Supt.)

Chief Business Official's Approval for Budget: _____ Date: _____

Superintendent's Approval to Post/Advertise: _____ Date: _____

(Section B: To be completed by Site Supervisor)

Interview Committee Recommendation: _____ Date: _____

Reference Check: _____ Date: _____ New Hire: _____ Transfer: _____
(initial)

Approval of Principal: _____ Date: _____
(initial)

(Section C: To be completed by HR)

Salary Schedule Placement: Column: _____ Step: _____ Amount: _____ Effective Date: _____

Date Position Offered: _____ Health Benefits: ☐ Yes ☐ No Annual Cont. Days: _____

Position accepted: _____ Date: _____
(Placement is contingent on clearance of fingerprints and physical examination.)

DA10/5/15

(Section A-1: To be completed by Site Supervisor)

Job Title/Classification: Lead Cook New Position ☐ Vacant Position ☐ Change ☒

Position Justification: (Program/Action Plan) Requesting a change in classification from Cook to Lead Cook to align the employee's current classification with the duties being performed.

Desired Qualifications:

Skills/Abilities: _____

Amount of experience desired: _____

Certification/Licenses Needed: _____

Position is ☒ Permanent ☐ Temporary - from _____ to _____ ☐ Long Term Sub from _____ to _____

Daily Working Hours: from 5:30 to 2:00 Hours per day: 8

Worksite: North Cottonwood Assignment START date: _____

Work Months Per Year ☒ 11 month ☐ 12 month

Employee Replaced: _____ Supervisor: Hannah Humphrey

Signature of Requesting Supervisor: H. Humphrey Date: 10.14.26

(Section A-2: To be completed by CBO & Supt.)

Chief Business Official's Approval for Budget: _____ Date: _____

Superintendent's Approval to Post/Advertise: _____ Date: _____

(Section B: To be completed by Site Supervisor)

Interview Committee Recommendation: _____ Date: _____

Reference Check: _____ Date: _____ New Hire: _____ Transfer: _____
(initial)

Approval of Principal: _____ Date: _____
(initial)

(Section C: To be completed by HR)

Salary Schedule Placement: Column: _____ Step: _____ Amount: _____ Effective Date: _____

Date Position Offered: _____ Health Benefits: ☐ Yes ☐ No Annual Cont. Days: _____

Position accepted: _____ Date: _____
(Placement is contingent on clearance of fingerprints and physical examination.)

DA10/5/15

(Section A-1: To be completed by Site Supervisor)

Job Title/Classification: Lead Cook New Position ☐ Vacant Position ☐ Change ☒

Position Justification: (Program/Action Plan) Requesting a change in classification from cook to lead cook to align the employee's current classification with the duties being performed

Desired Qualifications:

Skills/Abilities: _____

Amount of experience desired: _____

Certification/Licenses Needed: _____

Position is ☐ Permanent ☐ Temporary - from _____ to _____ ☐ Long Term Sub from _____ to _____

Daily Working Hours: from 5am to 1:30

Hours per day: 8

Worksite: West Cottonwood

Assignment START date: _____

Work Months Per Year ☒ 11 month ☐ 12 month

Employee Replaced: _____

Supervisor: Hannah Humphrey

Signature of Requesting Supervisor: [Signature]

Date: 10.14.24

(Section A-2: To be completed by CBO & Supt.)

Chief Business Official's Approval for Budget: _____

Date: _____

Superintendent's Approval to Post/Advertise: _____

Date: _____

(Section B: To be completed by Site Supervisor)

Interview Committee Recommendation: _____

Date: _____

Reference Check: _____ Date: _____
(initial)

New Hire: _____ Transfer: _____

Approval of Principal: _____ Date: _____
(initial)

(Section C: To be completed by HR)

Salary Schedule Placement: Column: _____ Step: _____ Amount: _____ Effective Date: _____

Date Position Offered: _____ Health Benefits: ☐ Yes ☐ No Annual Cont. Days: _____

Position accepted: _____

Date: _____

(Placement is contingent on clearance of fingerprints and physical examination.)

DA10/5/15

COTTONWOOD UNION SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2026/2027

Hourly Wage

	STEPS	A	B	C	D	E	F	G
1	DISTRICT/PAYROLL	\$29.32	\$30.21	\$31.05	\$ 31.91	\$ 32.73	\$ 33.62	\$ 34.47
2	SITE/ADM ASST	\$26.59	\$27.42	\$28.23	\$ 29.04	\$ 29.84	\$ 30.68	\$ 31.49
3	SITE/CLERICAL	\$23.76	\$24.65	\$25.52	\$ 26.34	\$ 27.23	\$ 28.04	\$ 28.93
4	INSTR AIDE/ LIBRARY AIDE	\$19.70	\$19.98	\$20.26	\$ 20.53	\$ 20.81	\$ 21.10	\$ 21.41
5	INSTR AIDE/ SN, PRESCH ASST.	\$20.32	\$20.59	\$20.86	\$ 21.15	\$ 21.43	\$ 21.98	\$ 22.62
6	HEALTH AIDE	\$19.38	\$19.98	\$20.26	\$ 20.53	\$ 20.81	\$ 21.41	\$ 22.01
7	INTERPRETER	\$28.08	\$29.09	\$30.11	\$ 31.07	\$ 32.15	\$ 33.14	\$ 34.17
8	HEALTH CLERK, PRSCH TEACHER	\$20.99	\$21.28	\$21.69	\$ 22.54	\$ 23.40	\$ 24.27	\$ 25.08
9	BILINGUAL AIDE	\$20.32	\$20.59	\$20.86	\$ 21.15	\$ 21.43	\$ 21.98	\$ 22.62
10	LAB TECH/LIBR TECH	\$23.79	\$24.68	\$25.55	\$ 26.68	\$ 27.23	\$ 28.07	\$ 28.96
11	CUST/MAINT DAY	\$21.82	\$22.46	\$23.09	\$ 23.77	\$ 24.42	\$ 25.04	\$ 25.69
12	CUST/MAINT SWING	\$22.38	\$23.03	\$23.72	\$ 24.39	\$ 25.04	\$ 25.71	\$ 26.35
13	CUST MAINT/ LEAD	\$23.69	\$24.34	\$25.01	\$ 25.64	\$ 26.28	\$ 26.94	\$ 27.60
14	KITCHEN MANAGER	\$28.91	\$29.67	\$30.40	\$ 31.13	\$ 31.89	\$ 32.62	\$ 33.36
15	CAFE ASST	\$19.39	\$19.67	\$19.96	\$ 20.24	\$ 20.50	\$ 20.78	\$ 21.19
16	COOK	\$22.71	\$23.36	\$24.00	\$ 24.56	\$ 25.32	\$ 25.95	\$ 26.60
17	LEAD COOK	\$25.46	\$26.11	\$26.74	\$ 27.31	\$ 28.06	\$ 28.70	\$ 29.35
18	BUS DRIVER I	\$22.62	\$23.60	\$24.58	\$ 25.53	\$ 26.48	\$ 27.45	\$ 28.42
19	BUS DRIVER II	\$24.29	\$25.20	\$26.12	\$ 27.07	\$ 28.00	\$ 28.90	\$ 29.84
20	BUS DRIVER/MECH	\$24.27	\$25.27	\$26.24	\$ 27.20	\$ 28.12	\$ 29.09	\$ 30.07
21	TRANS LEAD	\$32.14	\$32.98	\$33.84	\$ 34.73	\$ 35.61	\$ 36.52	\$ 37.46
22	LICENSED HEALTH	\$25.56	\$26.34	\$27.16	\$ 27.78	\$ 28.72	\$ 29.61	\$ 30.57
23	MAINTENANCE/SKILLED	\$26.32	\$27.23	\$28.15	\$ 29.16	\$ 30.15	\$ 31.23	\$ 32.24
24	BUSTODIAN	\$22.23	\$23.04	\$23.84	\$ 24.67	\$ 25.44	\$ 26.24	\$ 27.07
25	PRESCHOOL DIRECTOR	\$29.34	\$30.10	\$30.87	\$ 31.63	\$ 32.42	\$ 33.17	\$ 33.93
26	BUSAIDIAN	\$20.73	\$21.41	\$22.10	\$ 22.82	\$ 23.57	\$ 24.36	\$ 25.18
27	BEHAVIOR TECHNICIAN I	\$23.88	\$24.51	\$25.15	\$ 25.81	\$ 26.49	\$ 27.18	\$ 27.90
28	READING INTERVENTION INST. AID	\$21.61	\$21.89	\$22.17	\$ 22.44	\$ 22.72	\$ 23.00	\$ 23.31
29	MAINTENANCE/CUSTODIAL MNGR	\$34.26	\$35.17	\$36.07	\$ 36.98	\$ 37.89	\$ 38.79	\$ 39.70
30	VAN DRIVER	\$19.95	\$20.93	\$21.91	\$ 22.85	\$ 23.81	\$ 24.78	\$ 25.75
	LONGEVITY							
	1.0 @ 10							
	2.5 @ 14							
	5.0 @ 16							
	7.5 @ 18							
	10. @ 20							
	12.5 @ 22							
	15.0 @ 24							

INSURANCE CAP PER YEAR \$12,400.00
BACHELOR'S STIPEND \$750.00 PER YEAR
MASTER'S STIPEND \$2,000.00 PER YEAR

6% increase of Column D Board Approved 10/20/2026

Sonia Vazquez
Teacher / 5th grade
West Cottonwood School
530-604-8027
snvazquez84@outlook.com

September 25, 2026

Doug Geren, HR Director, or School Board
Cottonwood Union School District
20512 West 1st St.
Cottonwood, CA 96022

Subject: Formal Request for Unpaid Leave of Absence

Dear Doug Geren and School Board

I am writing to formally request a short, unpaid leave of absence from my position to finalize my maternity leave. Specifically, I am requesting unpaid time off for the single week leading up to winter break, beginning on December 14, 2026, and concluding on December 17, 2026.

This brief extension will allow me to seamlessly conclude my maternity leave over the scheduled winter recess. I am fully committed to returning to my classroom and duties upon the start of the new year on January 4, 2026.

I have been informed that the long-term sub is aware that she will need to stay in her position until December 17th.

Thank you for your time, understanding, and continued support during this important time for my family. Please let me know if there are additional district forms required to approve this unpaid week.

Sincerely,


Sonia Vazquez

Exhibit 1312.3-E(1): Uniform Complaint Procedures

Original Adopted Date: 05/01/2020 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8212, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school or district office, or downloaded from the school or district website. Additionally, you may download a copy of the California Department of Education (CDE) complaint form when available from the following website: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from CDE.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 11023	<u>Harassment and discrimination prevention and correction</u>
5 CCR 15580-15584	<u>Child nutrition programs complaint procedures</u>
5 CCR 3200-3205	<u>Special education compliance complaints</u>
5 CCR 4600-4670	<u>Uniform complaint procedures</u>
5 CCR 4600-4687	<u>Uniform complaint procedures and Williams complaints</u>
5 CCR 4690-4694	<u>Complaints regarding health and safety issues in license-exempt preschool programs</u>
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Ed. Code 18100-18203	School libraries
Ed. Code 200-280	Prohibition of discrimination
Ed. Code 32280-32289.6	School safety plans
Ed. Code 33315	Uniform complaint procedures
Ed. Code 33315.5	<u>Uniform complaint procedures: discrimination data collected/posted by CDE</u>
Ed. Code 33800-33804	California Office of Civil Rights
Ed. Code 35186	<u>Williams uniform complaint procedures</u>



Exhibit 1312.3-E(2): Uniform Complaint Procedures

Status: ADOPTED

Original Adopted Date: 05/01/2020 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

**PRESCHOOL COMPLAINT FORM:
UNIFORM COMPLAINT PROCEDURES**

Education Code 8212 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents, as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

- ☐ The preschool does not have outdoor shade that is safe and in good repair
- ☐ Drinking water is not accessible and/or readily available throughout the day
- ☐ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
- ☐ Restroom facilities are not available only for preschoolers and kindergartners
- ☐ The preschool program does not provide visual supervision of children at all times
- ☐ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time
- ☐ Playground equipment is not safe, in good repair, or age appropriate

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary and as you wish to fully describe the situation.

Please file this complaint at the following location:



(preschool administrator or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
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5 CCR 15580-15584	<u>Child nutrition programs complaint procedures</u>
5 CCR 3200-3205	<u>Special education compliance complaints</u>
5 CCR 4600-4670	<u>Uniform complaint procedures</u>
5 CCR 4600-4687	<u>Uniform complaint procedures and Williams complaints</u>
5 CCR 4690-4694	<u>Complaints regarding health and safety issues in license-exempt preschool programs</u>
5 CCR 4900-4965	<u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u>
Ed. Code 18100-18203	<u>School libraries</u>
Ed. Code 200-280	<u>Prohibition of discrimination</u>
Ed. Code 32280-32289.6	<u>School safety plans</u>
Ed. Code 33315	<u>Uniform complaint procedures</u>
Ed. Code 33315.5	<u>Uniform complaint procedures; discrimination data collected/posted by CDE</u>
Ed. Code 33800-33804	<u>California Office of Civil Rights</u>
Ed. Code 35186	<u>Williams uniform complaint procedures</u>
Ed. Code 46015	<u>Parental leave for students</u>
Ed. Code 48645.7	<u>Juvenile court schools</u>
Ed. Code 48850-48859	<u>Foster youth</u>
Ed. Code 48900.5	<u>Suspension; other means of correction</u>
Ed. Code 48985	<u>Notices to parents/guardians in language other than English</u>
Ed. Code 49010-49014	<u>Student fees</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 49069.5	<u>Records of foster youth</u>
Ed. Code 49490-49590	<u>Child nutrition programs</u>
Ed. Code 49701	<u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>
Ed. Code 51204.5	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51210	<u>Course of study for grades 1-6</u>
Ed. Code 51222	<u>Physical education</u>
Ed. Code 51223	<u>Physical education; elementary schools</u>

Policy 3471: Parcel Taxes

Status: ADOPTED

Original Adopted Date: 03/01/2020 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:** 08/01/2026

The Governing Board recognizes its obligation to provide a high-quality educational program within safe facilities and secure campuses, and that additional funds are at times necessary to fulfill this responsibility. The Board may consider appropriate methods of financing and, when it is in the best interest of the district, may order the placement of a parcel tax on the ballot for approval by the voters.

The Board shall hold a noticed public hearing prior to approving a resolution for the adoption of a parcel tax. The resolution shall be approved by a two-thirds vote of the Board in order to be placed on the ballot. The resolution shall include the type and rate of the tax to be levied, the method of collection, and the date upon which an election shall be held to approve the levy of the tax. (Government Code 50077, 53724)

Ballot materials shall be submitted in accordance with law, including Elections Code 9160-9170, and Board Policy 1160 - Political Processes.

The parcel tax shall apply uniformly to all taxpayers or all real property within the district, except that unimproved property may be taxed at a lower rate than improved property. (Government Code 50079)

The Board shall consult with legal counsel to ensure compliance with all requirements of law, including its determination of the appropriate uniform rate of the proposed parcel tax, any maximum cap on tax liability per parcel, and whether exemptions from the tax will be included.

Any parcel tax to be proposed for voter approval shall provide for accountability measures, including, but not limited to, a statement indicating the specific purposes of the special tax and that the proceeds of the tax shall be used only for the specific purposes identified, creation of a separate account into which the proceeds shall be deposited, and annual reporting pursuant to Government Code 50075.3. (Government Code 50075.1)

No district funds, services, supplies, or equipment shall be used to support or defeat a parcel tax ballot measure. The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to a parcel tax ballot measure, including information about the impact of the parcel tax on the district. (Education Code 7054)

For each election, upon receipt of the certified statement of the results of the election from the applicable county elections officials, the Board shall declare the results of the vote on the parcel tax. (Elections Code 15372, 15400)

Upon approval of the tax by two-thirds of the votes, the district may levy the tax or contract with the county to collect the tax on the district's behalf. (Government Code 50077)

Exemptions

The Board may grant an exemption from the parcel tax for any or all of the following: (Government Code 50079)

1. Persons who are 65 years of age or older
2. Persons receiving Supplemental Security Income for a disability, regardless of age
3. Persons receiving Social Security Disability Insurance benefits, regardless of age, whose yearly income does not exceed 250 percent of the 2012 federal poverty guideline issued by the U.S. Department of Health and Human Services

Any exemption granted by the Board shall remain in effect until the taxpayer becomes ineligible. If the taxpayer becomes ineligible for the exemption for any reason, a new exemption may be granted in the same manner. (Government Code 50079)



If the district provides for an exemption from the parcel tax and contracts or enters into an agreement with the county to collect such tax, the district shall annually provide to the tax collector a phone number where requests for exemption information may be directed and the link, if available, to the location on the district's website that contains exemption information and the application for exemption. (Government Code 50079)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
CA Constitution Article 13A, Section 1	Tax limitation
Ed. Code 7054	Use of district property; campaign purposes
Elec. Code 15307	Timeline to count ballots and release ballot count
Elec. Code 15372	Elections official certificate statement of election results
Elec. Code 15400	Announcement of election results
Elec. Code 324	General election
Elec. Code 328	Local election
Elec. Code 341	Primary election
Elec. Code 348	Regular election
Elec. Code 356	Special election
Elec. Code 357	Statewide election
Elec. Code 9160-9170	Ballot label; support and opposition listings
Gov. Code 1302	Continuance in office until qualification of successor
Gov. Code 50075-50077.5	Voter-approved special taxes
Gov. Code 50079	School districts; qualified special taxes
Gov. Code 53724	Parcel tax resolution requirements
Gov. Code 54952	Legislative body; definition
Rev. & Tax Code 2611.6	County tax bill special tax information
Management Resources	Description
Court Decision	Traiman v. Alameda Unified School District (2023) 94 Cal.App.5th 89
Court Decision	City and County of San Francisco v. All Persons Interested in The Matter of Proposition G (2021) 282 Cal.Rptr. 3d 17
Court Decision	Borikas v. Alameda Unified School District (2013) 214 Cal.App.4th 135
CSBA Publication	California Education Funding: Students Deserve Better, Fact Sheet, August 2017
CSBA Publication	California's Challenge: Adequately Funding Education in the 21st Century, December 2015
CSBA Publication	Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011
CSBA Publication	The Impact of Pension Cost Increases on California Schools, January 2018
CSBA Publication	Behind the Numbers: The Cold, Hard Facts of California Public School Funding, January 2018
Website	CSBA District and County Office of Education Legal Services
Website	U.S. Department of Health and Human Services
Website	CSBA

Policy 4119.1: Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 03/01/2004 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:** 08/01/2026

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the performance of the employee's duties.

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time such as when employees are not on duty or engaged in the supervision or instruction of students.

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. Additionally, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

As permitted by law, the district may conduct a search of district property under an employee's control and may direct the employee to search the employee's personal accounts, devices, and records for district-related documents or information.

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, the County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

For purposes of whistleblower protection, a Board member is not considered to be an employee.

The Superintendent or designee shall prominently display in lettering of at least 15 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.7, 1102.8)

No employee shall use or attempt to use official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

An employee who has disclosed improper governmental activity and believes that acts or attempted acts of reprisal have subsequently occurred shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against the employee, in accordance with Education Code 44114.

Protection Against Liability



No employee shall be liable for harm caused by the employee's act or omission when acting within the scope of employment or district responsibilities, the employee's act or omission is in conformity with federal, state, and local laws, district policy, or administrative regulation, and the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when: (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance
3. The employee was not properly licensed, if required, by state law for such activities
4. The employee was found by a court to have violated a federal or state civil rights law
5. The employee was under the influence of alcohol or any drug at the time of the misconduct
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court
7. The misconduct involved a sexual offense for which the employee has been convicted in a court
8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
CA Constitution Article 1, Section 1	<u>Inalienable rights</u>
Ed. Code 200-280	<u>Prohibition of discrimination</u>
Ed. Code 44040	<u>Discrimination based on employee's appearance before certain boards or committees</u>
Ed. Code 44110-44114	<u>Reporting by school employees of improper governmental activity</u>
Ed. Code 48907	<u>Exercise of free expression; time, place, and manner rules and regulations</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 49091.24	<u>Teacher rights to refuse evaluation/survey of personal life</u>
Ed. Code 7050-7058	<u>Political activities of school officers and employees</u>
Gov. Code 12650-12656	<u>False claims actions</u>
Gov. Code 12940-12953	<u>Discrimination prohibited; unlawful practices</u>
Gov. Code 3540.1	<u>Public employment; definitions</u>
Gov. Code 3543.5	<u>Interference with employee's rights prohibited</u>
Gov. Code 815.3	<u>Intentional torts</u>
Gov. Code 820-823	<u>Tort claims act</u>
Gov. Code 825.6	<u>Indemnification of public entity</u>
Lab. Code 1102.5-1106	<u>Whistleblower protections</u>
Lab. Code 98.11	<u>Model list of whistleblower protections</u>

Exhibit 4119.1-E(1): Civil And Legal Rights

Original Adopted Date: 08/01/2026 | **Last Reviewed Date:** 08/01/2026

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. (California Labor Code Section 1106)

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute
2. A violation or noncompliance with a local, state, or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation.

Even if an employee does not engage in such protected activity, but their employer believes they did or will engage in protected activity in the future, they are perceived to be a whistleblower and are protected.

What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower
2. An employer may not retaliate against an employee who is a whistleblower or is perceived to be a whistleblower
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation
4. An employer may not retaliate against an employee for having exercised their rights as a whistleblower in any former employment

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages and civil monetary penalties, and take other steps necessary to comply with the law.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of



fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225.

The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

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State	Description
CA Constitution Article 1, Section 1	Inalienable rights
Ed. Code 200-280	Prohibition of discrimination
Ed. Code 44040	Discrimination based on employee's appearance before certain boards or committees
Ed. Code 44110-44114	Reporting by school employees of improper governmental activity
Ed. Code 48907	Exercise of free expression; time, place, and manner rules and regulations
Ed. Code 48950	Speech and other communication
Ed. Code 49091.24	Teacher rights to refuse evaluation/survey of personal life
Ed. Code 7050-7058	Political activities of school officers and employees
Gov. Code 12650-12656	False claims actions
Gov. Code 12940-12953	Discrimination prohibited; unlawful practices
Gov. Code 3540.1	Public employment; definitions
Gov. Code 3543.5	Interference with employee's rights prohibited
Gov. Code 815.3	Intentional torts
Gov. Code 820-823	Tort claims act
Gov. Code 825.6	Indemnification of public entity
Lab. Code 1102.5-1106	Whistleblower protections
Lab. Code 98.11	Model list of whistleblower protections
Federal	Description
18 USC 16	Crime of violence; definition
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 7941-7948	Teacher liability protection
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
U.S. Constitution, First Amendment	Free exercise, free speech, and establishment clauses
Management Resources	Description
Court Decision	<u>Brown v. City of Inglewood (2025) 18 Cal.5th 33</u>
Court Decision	<u>Dodge v. Evergreen School District (2022) 56 F.4th 767</u>
Court Decision	<u>Ohton v. CSU San Diego (2007) 148 Cal.App.4th 749</u>
Court Decision	<u>Kennedy v. Bremerton (2022) 142 S.Ct. 2407</u>
Court Decision	<u>New Jersey v. T.L.O. (1985) 469 U.S. 325</u>
Court Decision	<u>Garcetti v. Ceballos (2006) 547 U.S. 410</u>

Policy 4131: Staff Development

Original Adopted Date: 11/01/2008 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:** 08/01/2026

The Governing Board believes that certificated staff members' continual learning and improvement of relevant skills maximizes student learning, achievement, and well-being. The Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills, become informed about changes in pedagogy and subject matter, and strengthen practices related to social-emotional development and learning.

Staff shall attend staff development as directed by the Superintendent or designee and in accordance with any applicable collective bargaining agreement and Board Policy 4119.1/4219.1/4319.1 - Civil and Legal Rights.

The Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, when creating, reviewing, and amending the district's staff development program. The Superintendent or designee shall ensure that the district's staff development program is aligned with district priorities for student learning, achievement and well-being, school improvement objectives, the local control and accountability plan, and other district and school plans.

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ+) Cultural Competency

All teachers and other certificated staff serving students in any of grades 7-12 shall, through the 2029-30 school year, receive at least one hour of training annually which incorporates the California Department of Education's (CDE) online training curriculum to support LGBTQ+ cultural competency. (Education Code 218.3)

2. Youth behavioral health

On or before July 1, 2029, all certificated staff who have direct contact with students in any of grades 7-12 shall, at least one time, receive youth behavioral health training which provides instruction around the unique risk factors and warning signs of behavioral health problems in adolescents, builds understanding of the importance of early intervention, and teaches certificated staff how to help an adolescent in crisis or experiencing a behavioral health challenge. The training may also include instruction on: (Education Code 49428.2)

- a. Recognizing the signs and symptoms of youth behavioral health disorders, including, but not limited to, psychiatric conditions and substance use disorders such as opioid and alcohol abuse
- b. How to maintain student privacy and confidentiality in a manner consistent with federal and state privacy laws
- c. Safe de-escalation of crisis situations involving students with a youth behavioral health disorder

3. Mandated reporter requirements

Certificated staff shall receive training annually, or if hired during the course of the school year upon being hired, on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in district-sponsored programs. The training shall include that failure to report an incident of known or reasonably suspected child abuse or neglect is a misdemeanor punishable by up to six months confinement in a county jail, or by a fine of one thousand dollars (\$1,000), or by both imprisonment and fine. (Education Code 44691)

4. Administration of screening instruments for risk of reading difficulties

Certificated staff who administer screening instruments or other instruments used to assess students in grades



kindergarten-2 for risk of reading difficulties shall be appropriately trained to administer such instruments. (Education Code 53008)

5. Mastery of subject-matter knowledge, including current state and district academic standards
6. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students with characteristics specified in Education Code 200 and/or 220, Government Code 11135, and/or Penal Code 422.55
7. Use of effective, subject-specific teaching methods, strategies, and skills
8. Use of technologies to enhance instruction and learning, including face-to-face, remote, or hybrid instruction
9. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning
10. Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education
11. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, acceptance, and civility, including conflict resolution, hatred prevention, and positive behavioral interventions and supports
12. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn
13. Ability to interpret and use data and assessment results to guide instruction
14. Knowledge of topics related to student mental and physical health, safety, and welfare, which may include social-emotional learning and trauma-informed practices
15. Knowledge of topics related to employee health, safety, and security

Staff Development Materials and Services

The Board shall adopt staff development materials and services that align with the district's mission, vision, and goals, are relevant to student academic achievement and well-being, and are instrumental in assisting certificated staff in developing the knowledge and skills specified in Items #1-15, above.

The Board shall not adopt the use of any staff development materials or services that promote, endorse, or otherwise support actions or the use of any textbook, instructional material, supplemental instructional material, or curriculum which would subject a student to unlawful discrimination pursuant to Education Code 220 and Board Policy 0410 - Nondiscrimination in District Programs and Activities. (Education Code 244)

If the Board knows or has reason to know that materials were used in a classroom, staff development materials or services were used, or an action occurred which subjected an individual to unlawful discrimination pursuant to Education Code 220, the Superintendent or designee shall remediate the action, which may include, but is not limited to, implementation of restorative justice practices. (Education Code 244)

If it is determined that any textbook, instructional material, supplemental instructional material, staff development material, or curriculum provided by an organization has violated Education Code 244, the district shall notify the organization that corrective action is required unless the Superintendent of Public Instruction has already done so. If corrective action is not taken within 60 days, CDE may use any means authorized by law to effect compliance. (Education Code 60152)

The Superintendent or designee shall, in conjunction with teachers, interns, and administrators, as appropriate, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be



fully qualified for their positions.

Professional learning opportunities offered by the district shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson study or co-teaching, and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers, and support instruction and student learning. Learning activities may include, but are not limited to, mentoring projects for new teachers, extra support for teachers to improve practice, and collaboration time for teachers to develop new instructional lessons, select or develop common formative assessments, or analyze student data. (Education Code 44277)

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

An employee's assessment, testing, admission, or acknowledgment of their own personal bias that was made in good faith and solicited or required as part of a bias mitigation training does not, by itself, constitute unlawful discrimination. (Government Code 12940.2)

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement and well-being.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 13025-13044	Professional development and program improvement
5 CCR 80021.1	Provisional internship permit
5 CCR 80023-80026.6	Emergency permits
5 CCR 80334	Unauthorized private gain or advantage
Ed. Code 200	Equal rights and opportunities in state educational institutions
Ed. Code 218	Lesbian, gay, bisexual, transgender, queer, and questioning student resources
Ed. Code 218.3	Lesbian, gay, bisexual, transgender, queer, and questioning staff training
Ed. Code 220	Prohibition of discrimination
Ed. Code 244	Nondiscrimination in staff development
Ed. Code 33319.6	Literacy instruction training
Ed. Code 44032	Travel expense payment
Ed. Code 44259.5	Standards for teacher preparation
Ed. Code 44277	Professional growth programs for individual teachers
Ed. Code 44300	Emergency permits
Ed. Code 44325-44328	District interns
Ed. Code 44450-44468	University internship program
Ed. Code 44691	Mandated reporter training
Ed. Code 44830.3	Employing district interns
Ed. Code 45028	Salary schedule and exceptions
Ed. Code 48980	Parent/Guardian notifications

Policy 4231: Staff Development

Status: ADOPTED

Original Adopted Date: 07/01/2005 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

The Governing Board recognizes that classified staff does essential work that supports students, helps create a healthy school environment, and furthers the educational program. Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, learn best practices, retrain as appropriate in order to meet changing conditions in the district, and/or enhance personal growth.

Staff shall attend staff development as directed by the Superintendent or designee and in accordance with any applicable collective bargaining agreement and Board Policy 4219.1 - Civil and Legal Rights.

The Superintendent or designee shall involve classified staff, site and district administrators, and others, as appropriate, in the development of the district's staff development program. The Superintendent or designee shall ensure that the district's staff development program is aligned with district goals, school improvement objectives, the local control and accountability plan, and other district and school plans.

The district's staff development program shall assist classified staff in developing knowledge and skills, including, but not limited to:

1. Youth behavioral health

On or before July 1, 2029, 40 percent of classified staff who have direct contact with students in any of grades 7-12 shall, at least one time, receive youth behavioral health training which provides instruction around the unique risk factors and warning signs of behavioral health problems in adolescents, builds understanding of the importance of early intervention, and teaches classified staff how to help an adolescent in crisis or experiencing a behavioral health challenge. The training may also include instruction on: (Education Code 49428.2)

- a. Recognizing the signs and symptoms of youth behavioral health disorders, including, but not limited to, psychiatric conditions and substance use disorders such as opioid and alcohol abuse
- b. How to maintain student privacy and confidentiality in a manner consistent with federal and state privacy laws
- c. Safe de-escalation of crisis situations involving students with a youth behavioral health disorder

2. Mandated reporter requirements

Classified staff shall receive training annually, or if hired during the course of the school year upon being hired, on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in district-sponsored programs. The training shall include that failure to report an incident of known or reasonably suspected child abuse or neglect is a misdemeanor punishable by up to six months confinement in a county jail, or by a fine of one thousand dollars (\$1,000), or by both imprisonment and fine. (Education Code 44691)

3. Student learning and achievement (Education Code 45391)

- a. How paraprofessionals can assist teachers and administrators to improve the academic achievement of students
- b. Alignment of curriculum and instructional materials with Common Core State Standards
- c. The management and use of state and local student data to improve student learning
- d. Best practices in appropriate interventions and assistance to at-risk students

4. Student and campus safety, including implementation of the school safety plan (Education Code 45391)



5. Education technology, including management strategies and best practices regarding the use of education technology to improve student performance (Education Code 45391)
6. School facility maintenance and operations, including best practices in the operation and maintenance of school facilities, such as green technology and energy efficiency, that help reduce the use and cost of energy at school sites (Education Code 45391)
7. Special education, including best practices to meet the needs of special education students and to comply with any new state and federal mandates (Education Code 45391)
8. School transportation and bus safety (Education Code 45391)
9. Parent/guardian involvement, including ways to increase parent/guardian involvement at school sites (Education Code 45391)
10. Food service, including food preparation to provide nutritional meals, food safety, and food management (Education Code 45391)
11. Health, counseling, and nursing services (Education Code 45391)
12. Environmental safety, including pesticides and other possibly toxic substances so that they may be safely used at school sites (Education Code 45391)

Staff Development Materials and Services

The Board shall adopt staff development materials and services that align with the district's mission, vision, and goals, are relevant to student academic achievement and well-being, and are instrumental in assisting classified staff in developing the knowledge and skills specified in Items #1-12, above.

The Board shall not adopt the use of any staff development materials or services that promote, endorse, or otherwise support actions or the use of any textbook, instructional material, supplemental instructional material, or curriculum which would subject a student to unlawful discrimination pursuant to Education Code 220 and Board Policy 0410 - Nondiscrimination in District Programs and Activities. (Education Code 244)

If the Board knows or has reason to know that materials were used in a classroom, staff development materials or services were used, or an action occurred which subjected an individual to unlawful discrimination pursuant to Education Code 220, the Superintendent or designee shall remediate the action, which may include, but is not limited to, implementation of restorative justice practices. (Education Code 244)

If it is determined that any textbook, instructional material, supplemental instructional material, staff development material, or curriculum provided by an organization has violated Education Code 244, the district shall notify the organization that corrective action is required unless the Superintendent of Public Instruction has already done so. If corrective action is not taken within 60 days, the California Department of Education may use any means authorized by law to effect compliance. (Education Code 60152)

For classroom instructional aides or other classified staff involved in direct instruction of students, staff development activities may also include academic content of the core curriculum, teaching strategies, classroom management, or other training designed to improve student performance, conflict resolution, and relationships among students. Such professional learning opportunities shall be evaluated based on criteria specified in Education Code 44277 and Board Policy 4131 - Staff Development.

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

An employee's assessment, testing, admission, or acknowledgment of their own personal bias that was made in good faith and solicited or required as part of a bias mitigation training does not, by itself, constitute unlawful

Policy 4331: Staff Development

Status: ADOPTED

Original Adopted Date: 10/01/1998 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:** 08/01/2026

The Governing Board recognizes that professional development enhances employee effectiveness and contributes to personal growth. Staff development for administrative and supervisory personnel shall be designed to guide institutional improvement, build leadership skills, and enhance overall management efficiency.

Staff shall attend staff development as directed by the Superintendent or designee and in accordance with any applicable collective bargaining agreement and Board Policy 4319.1 - Civil and Legal Rights.

The Superintendent or designee shall develop a plan for administrator support and development activities that is based on a systematic assessment of the needs of district students and staff and is aligned to the district's vision, goals, local control and accountability plan, and other comprehensive plans.

The district's staff development program shall assist district and school administrators in developing knowledge and skills, including, but not limited to:

1. Mandated reporter requirements

Administrative and supervisory staff shall receive training annually, or if hired during the course of the school year upon being hired, on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in district-sponsored programs. The training shall include that failure to report an incident of known or reasonably suspected child abuse or neglect is a misdemeanor punishable by up to six months confinement in a county jail, or by a fine of one thousand dollars (\$1,000), or by both imprisonment and fine. (Education Code 44691)

2. Youth behavioral health

On or before July 1, 2029, administrative and supervisory staff who have direct contact with students in any of grades 7-12 shall, at least one time, receive youth behavioral health training which provides instruction around the unique risk factors and warning signs of behavioral health problems in adolescents, builds understanding of the importance of early intervention, and teaches staff how to help an adolescent in crisis or experiencing a behavioral health challenge. The training may also include instruction on: (Education Code 49428.2)

- a. Recognizing the signs and symptoms of youth behavioral health disorders, including, but not limited to, psychiatric conditions and substance use disorders such as opioid and alcohol abuse
- b. How to maintain student privacy and confidentiality in a manner consistent with federal and state privacy laws
- c. Safe de-escalation of crisis situations involving students with a youth behavioral health disorder

3. Personnel management, including best practices on hiring, recruitment, assignment, and retention of staff

4. Effective fiscal management and accountability practices

5. Academic standards and standards-aligned curriculum and instructional materials

6. Leadership training to improve the academic achievement of all students, including capacity building in pedagogies of learning, instructional strategies that meet the varied learning needs of students, and student motivation

7. The use of student assessments, including analysis of disaggregated assessment results to identify needs and progress of student subgroups

8. The use of technology to improve student performance and district operations



9. Creation of safe and inclusive school environments
10. Parent/guardian involvement and community collaboration
11. Employee relations
12. Effective school and district planning processes

Staff Development Materials and Services

The Board shall adopt staff development materials and services that align with the district's mission, vision, and goals, are relevant to student academic achievement and well-being, and are instrumental in assisting administrative and supervisory staff in developing the knowledge and skills specified in Items #1-12, above.

The Board shall not adopt the use of any staff development materials or services that promote, endorse, or otherwise support actions or the use of any textbook, instructional material, supplemental instructional material, or curriculum which would subject a student to unlawful discrimination pursuant to Education Code 220 and Board Policy 0410 - Nondiscrimination in District Programs and Activities. (Education Code 244)

If the Board knows or has reason to know that materials were used in a classroom, staff development materials or services were used, or an action occurred which subjected an individual to unlawful discrimination pursuant to Education Code 220, the Superintendent or designee shall remediate the action, which may include, but is not limited to, implementation of restorative justice practices. (Education Code 244)

If it is determined that any textbook, instructional material, supplemental instructional material, staff development material, or curriculum provided by an organization has violated Education Code 244, the district shall notify the organization that corrective action is required unless the Superintendent of Public Instruction has already done so. If corrective action is not taken within 60 days, the California Department of Education may use any means authorized by law to effect compliance. (Education Code 60152)

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

An employee's assessment, testing, admission, or acknowledgment of their own personal bias that was made in good faith and solicited or required as part of a bias mitigation training does not, by itself, constitute unlawful discrimination. (Government Code 12940.2)

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement and well-being.

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State	Description
Ed. Code 220	<u>Prohibition of discrimination</u>
Ed. Code 244	<u>Nondiscrimination in staff development</u>
Ed. Code 44681-44689	<u>Administrator training and evaluation</u>
Ed. Code 44690	<u>21st Century California School Leadership Academy</u>
Ed. Code 44691	<u>Mandated reporter training</u>
Ed. Code 49428.2	<u>Youth behavioral health training</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>



Policy 4219.1: Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 03/01/2004 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the performance of the employee's duties.

District employees may engage in private, personal activities, including the exercise of their religious, political, cultural, social or other beliefs or activities, during personal time such as when employees are not on duty or engaged in the supervision or instruction of students.

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. Additionally, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

No employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

As permitted by law, the district may conduct a search of district property under an employee's control and may direct the employee to search the employee's personal accounts, devices, and records for district-related documents or information.

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, the County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, the employee has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

For purposes of whistleblower protection, a Board member is not considered to be an employee.

The Superintendent or designee shall prominently display in lettering of at least 15 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.7, 1102.8)

No employee shall use or attempt to use official authority status or influence to intimidate, threaten, coerce, or command, or attempt to intimidate, threaten, coerce, or command, another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

An employee who has disclosed improper governmental activity and believes that acts or attempted acts of reprisal have subsequently occurred shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against the employee, in accordance with Education Code 44114.

Protection Against Liability



No employee shall be liable for harm caused by the employee's act or omission when acting within the scope of employment or district responsibilities, the employee's act or omission is in conformity with federal, state, and local laws, district policy, or administrative regulation, and the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when: (20 USC 7946)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance
3. The employee was not properly licensed, if required, by state law for such activities
4. The employee was found by a court to have violated a federal or state civil rights law
5. The employee was under the influence of alcohol or any drug at the time of the misconduct
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court
7. The misconduct involved a sexual offense for which the employee has been convicted in a court
8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring

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State	Description
CA Constitution Article 1, Section 1	<u>Inalienable rights</u>
Ed. Code 200-280	<u>Prohibition of discrimination</u>
Ed. Code 44040	<u>Discrimination based on employee's appearance before certain boards or committees</u>
Ed. Code 44110-44114	<u>Reporting by school employees of improper governmental activity</u>
Ed. Code 48907	<u>Exercise of free expression; time, place, and manner rules and regulations</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 49091.24	<u>Teacher rights to refuse evaluation/survey of personal life</u>
Ed. Code 7050-7058	<u>Political activities of school officers and employees</u>
Gov. Code 12650-12656	<u>False claims actions</u>
Gov. Code 12940-12953	<u>Discrimination prohibited; unlawful practices</u>
Gov. Code 3540.1	<u>Public employment; definitions</u>
Gov. Code 3543.5	<u>Interference with employee's rights prohibited</u>
Gov. Code 815.3	<u>Intentional torts</u>
Gov. Code 820-823	<u>Tort claims act</u>
Gov. Code 825.6	<u>Indemnification of public entity</u>
Lab. Code 1102.5-1106	<u>Whistleblower protections</u>
Lab. Code 98.11	<u>Model list of whistleblower protections</u>

Exhibit 4219.1-E(1): Civil And Legal Rights

Original Adopted Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. (California Labor Code Section 1106)

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute
2. A violation or noncompliance with a local, state, or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation.

Even if an employee does not engage in such protected activity, but their employer believes they did or will engage in protected activity in the future, they are perceived to be a whistleblower and are protected.

What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower
2. An employer may not retaliate against an employee who is a whistleblower or is perceived to be a whistleblower
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation
4. An employer may not retaliate against an employee for having exercised their rights as a whistleblower in any former employment

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages and civil monetary penalties, and take other steps necessary to comply with the law.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of



fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225.

The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

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Federal	Description
18 USC 16	<u>Crime of violence; definition</u>
20 USC 1681-1688	<u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>
20 USC 7941-7948	<u>Teacher liability protection</u>
42 USC 12101-12213	<u>Americans with Disabilities Act</u>
42 USC 2000d-2000d-7	<u>Title VI, Civil Rights Act of 1964</u>
42 USC 2000e-2000e-17	<u>Title VII, Civil Rights Act of 1964, as amended</u>
U.S. Constitution, First Amendment	<u>Free exercise, free speech, and establishment clauses</u>
Management Resources	Description
Court Decision	<u>Brown v. City of Inglewood (2025) 18 Cal.5th 33</u>
Court Decision	<u>Dodge v. Evergreen School District (2022) 56 F.4th 767</u>
Court Decision	<u>Ohton v. CSU San Diego (2007) 148 Cal.App.4th 749</u>
Court Decision	<u>Kennedy v. Bremerton (2022) 142 S.Ct. 2407</u>
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Court Decision	<u>Garcetti v. Ceballos (2006) 547 U.S. 410</u>

Policy 4319.1: Civil And Legal Rights

Original Adopted Date: 03/01/2004 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

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3. The employee was not properly licensed, if required, by state law for such activities
4. The employee was found by a court to have violated a federal or state civil rights law
5. The employee was under the influence of alcohol or any drug at the time of the misconduct
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court
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Lab. Code 98.11	Model list of whistleblower protections

Exhibit 4319.1-E(1): Civil And Legal Rights

Status: ADOPTED

Original Adopted Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

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4. An employer may not retaliate against an employee for having exercised their rights as a whistleblower in any former employment

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Court Decision	<u>Kennedy v. Bremerton (2022) 142 S.Ct. 2407</u>
Court Decision	<u>New Jersey v. T.L.O. (1985) 469 U.S. 325</u>
Court Decision	<u>Garcetti v. Ceballos (2006) 547 U.S. 410</u>

Policy 5020: Parent Rights And Responsibilities

Status: ADOPTED

Original Adopted Date: 02/01/1999 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

The Governing Board recognizes that parents/guardians of district students have certain rights as well as responsibilities related to the education of their students.

The Board believes that the district's relationship with parents/guardians is one of mutual support and respect. The Superintendent or designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians for continuing the intellectual, physical, emotional, and social development and well-being of their students, including the means by which the district and parents/guardians can help their students achieve academic and other standards of the district.

The district is responsible for providing a high-quality curriculum and instructional program in a safe, supportive, and effective learning environment.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their students succeed in school.

The Superintendent or designee shall ensure that district staff understand the rights of parents/guardians afforded by law, Board policy, and administrative regulation, and follow acceptable practices that respect those rights.

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights, including, but not limited to, their rights in accordance with 20 USC 1232g and 34 CFR 99.1-99.8, the federal Family Educational Rights and Privacy Act (FERPA), and as specified in Board Policy 5145.6 - Parent/Guardian Notifications.

When required by law, Board policy, or administrative regulation, the district shall notify parents/guardians that they may request to opt their student out of certain instruction. Students for whom the district has approved the opt out shall be offered an alternative activity of similar educational value.

The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language, of the rights and opportunities available to them pursuant to Education Code 48985. (Education Code 51101.1)

The Superintendent or designee may establish a center for parents/guardians at a school with a substantial number of students with a home language other than English, to encourage parent/guardian understanding of, and participation in, the educational programs. (Education Code 51101.1)

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State	Description
Ed. Code 220.3-220.5	<u>Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression</u>
Ed. Code 243	Refusal of approval or prohibition of instructional materials
Ed. Code 33126	<u>School accountability report card</u>
Ed. Code 35291	Rules
Ed. Code 48070.5	<u>Promotion and retention of students</u>
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 49091.10-49091.19	<u>Parent/guardian review of curriculum and instruction</u>
Ed. Code 49602	<u>Counseling and confidentiality of student information</u>
Ed. Code 51100-51140	Parent/guardian rights



Regulation 5020: Parent Rights And Responsibilities

Status: ADOPTED

Original Adopted Date: 11/01/2002 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:** 08/01/2026

Parent/Guardian Rights

The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making a written request, the classroom(s) in which their student is enrolled or for the purpose of selecting the school in which their student will be enrolled (Education Code 49091.10, 51101)

Upon receiving a request to observe a specific classroom, the principal or designee shall coordinate with the parent/guardian and the classroom teacher to determine the appropriate date, time, duration, and conditions of the visit.

Upon receiving a request to observe a school, the principal or designee shall coordinate with the parent/guardian to determine the appropriate date, time, duration, and conditions of the visit.

Additionally, a principal or designee may establish, in consultation with school site staff, a regular visitation schedule for parents/guardians.

2. To meet, within a reasonable time of their request, with their student's teacher(s) and the principal (Education Code 51101)
3. Under the supervision of district employees, to volunteer their time and resources for the improvement of district facilities and programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher, in accordance with Board Policy and Administrative Regulation 1240 - Volunteer Assistance (Education Code 51101)
4. To be notified, on a timely basis, if their student is absent from school without permission (Education Code 51101)
5. To receive the results of their student's performance and the school's performance on standardized tests and statewide tests (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to receive the results of their student's performance on the English language development test. (Education Code 51101.1)

6. To request a particular school for their student and to receive a response from the district (Education Code 51101)
7. To have a school environment for their student that is safe and supportive of learning (Education Code 51101)
8. To examine the curriculum materials of the class(es) in which their student is enrolled (Education Code 51101; 20 USC 1232h)

Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments including textbooks, teacher's manuals, films, audio and video recordings, and software, stored by the classroom teacher. (Education Code 49091.10)

Each school shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code 49091.14)

The school may charge an amount not to exceed the cost of duplication if a hardcopy is created. (Education Code 49091.14)

9. To be notified of the opportunity to opt their student out of certain instruction, as required by law (Education Code 51240, 51938)



10. To be informed of their student's progress in school and of the appropriate school personnel whom they should contact if problems arise with their student (Education Code 51101)
11. For parents/guardians of English learners, to support their student's advancement toward literacy (Education Code 51101.1)

The Superintendent or designee may make available, to the extent possible, surplus or undistributed instructional materials to parents/guardians pursuant to Education Code 60510. (Education Code 51101.1)

12. For parents/guardians of English learners, to be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures, and school improvement efforts (Education Code 51101.1)
13. To have access to their student's records in accordance with Board Policy and Administrative Regulation 5125 - Student Records (Education Code 51101)
14. To receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish (Education Code 51101)
15. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes, and procedures for visiting the school (Education Code 51101)
16. To be notified, as early in the school year as practicable pursuant to Education Code 48070.5, if their student is identified as being at risk of retention, and of their right to consult with district personnel responsible for a decision to promote or retain their student and to appeal such a decision (Education Code 51101)
17. To receive notice and information about and to opt out of any psychological testing involving their student (Education Code 51101)
18. To receive notice and information about and to opt out of any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life, any form of parent/guardian screening or testing, any nonacademic home-based counseling program, parent/guardian training, or any prescribed family education service plan, and to inspect any survey collecting personal information in accordance with Board Policy and Administrative Regulation 5022 - Student and Family Privacy Rights (Education Code 49091.18; 20 USC 1232h)
19. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code 51101)

For parents/guardians of English learners, this right shall include the right to participate in school and district advisory bodies in accordance with federal and state law and regulations. (Education Code 51101.1)

20. To question anything in their student's records that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school in accordance with Board Policy and Administrative Regulation 5125 - Student Records (Education Code 51101)
21. To object, in accordance with Administrative Regulation 5145.3 - Nondiscrimination/Harassment, to any treatment of the student by the district that is inconsistent with the student's sex, such as in the use of the student's preferred name and pronouns and access to sex-segregated facilities, programs, and activities
22. To provide informed, written parental consent before their child is tested for a behavioral, mental, or emotional evaluation (Education Code 49091.12)

A general consent, including medical consent used to approve admission to or involvement in a special education or remedial program or regular school activity, shall not constitute written consent for these purposes. (Education Code 49091.12)

23. For parents/guardians of English learners, to be given any required written notification, under any applicable



law, in English and the student's home language pursuant to Education Code 48985 (Education Code 51101.1)
These rights shall be exercised in accordance with applicable Board policy and administrative regulation.

Parent Responsibilities

Parents/guardians may support the learning environment of their student by: (Education Code 51101)

1. Monitoring attendance
2. Ensuring that homework is completed and turned in on time
3. Encouraging participation in extracurricular and cocurricular activities
4. Monitoring and prohibiting or regulating the use of social media and other forms of online entertainment
5. Working at home on learning activities that extend the classroom learning
6. Volunteering in their student's classroom(s) or for other school activities in accordance with Board Policy and Administrative Regulation 1240 - Volunteer Assistance
7. Participating in decisions related to the district, their student's school, or the education of the student, as appropriate

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 220.3-220.5	<u>Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression</u>
Ed. Code 243	Refusal of approval or prohibition of instructional materials
Ed. Code 33126	<u>School accountability report card</u>
Ed. Code 35291	Rules
Ed. Code 48070.5	<u>Promotion and retention of students</u>
Ed. Code 48985	<u>Notices to parents/guardians in language other than English</u>
Ed. Code 49091.10-49091.19	<u>Parent/guardian review of curriculum and instruction</u>
Ed. Code 49602	<u>Counseling and confidentiality of student information</u>
Ed. Code 51100-51140	<u>Parent/guardian rights</u>
Ed. Code 51204.5	History of California; contributions of people of all genders, ethnic, and cultural groups to development of state and nation
Ed. Code 51240	Excuse from health instruction due to conflicts with religious beliefs
Ed. Code 51501	Prohibited means of instruction; continued use of appropriately adopted materials
Ed. Code 51513	Personal beliefs
Ed. Code 51930-51939	<u>California Healthy Youth Act</u>
Ed. Code 60510	<u>Disposal of surplus instructional materials</u>
Federal	Description
20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
20 USC 1232h	Privacy rights
34 CFR 99.1-99.8	<u>Family Educational Rights and Privacy Act</u>



Policy 5022: Student And Family Privacy Rights

Status: ADOPTED

Original Adopted Date: 11/01/2002 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

The Governing Board respects the privacy rights of district students and their families, which shall only be limited by law, and Board policy and administrative regulation.

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights, including, but not limited to, their rights in accordance with 20 USC 1232g and 34 CFR 99.1-99.8, the federal Family Educational Rights and Privacy Act (FERPA), and as specified in Board Policy and Exhibit (1) 5145.6 - Parent/Guardian Notifications.

The Superintendent or designee may collect, disclose, or use students' personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
5. The sale by students of products or services to raise funds for school-related or education-related activities
6. Student recognition programs

OPTION 1: (Prohibits the collection of personal information for marketing purposes)

However, the Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including the student's name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.

OPTION 1 ENDS HERE

OPTION 2: (Authorizes the collection of personal information for marketing purposes)

Additionally, the Superintendent or designee may collect, disclose, or use a student's individually identifiable information, including the student's name, parent/guardian's name, home or other physical address, or telephone number for the purpose of marketing or selling that information or providing the information to others for that purpose.

However, the district shall not use surveys to collect social security numbers or the last four digits of social security numbers, or information or documents regarding citizenship or immigration status, of students or their families. (Education Code 234.7, 49076.7)

In addition, documents regarding citizenship or immigration status of students or their families may only be released in accordance with Board Policy and Administrative Regulation 1445 - Response to Immigration Enforcement.

OPTION 2 ENDS HERE



The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which shall, at a minimum, address the following: (20 USC 1232h)

1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose
2. Arrangements to protect student privacy in the administration of surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:
 - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
 - b. Instructional materials used as part of their children's educational curriculum
 - c. Instruments used in the collection of personal information for the purpose of marketing or sale
4. Any nonemergency physical examinations or screenings that the school may administer

The Superintendent or designee shall notify parents/guardians of the adoption or continued use of the district's policy pertaining to the rights specified in Items #1-4 above. (20 USC 1232h)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 200-280	<u>Educational equity; prohibition of discrimination</u>
Ed. Code 49076.7	<u>Privacy of student records; social security numbers</u>
Ed. Code 49450-49458	<u>Physical examinations of students</u>
Ed. Code 49602	<u>Counseling and confidentiality of student information</u>
Ed. Code 51101	<u>Parents Rights Act of 2002</u>
Ed. Code 51513	<u>Test, questionnaire, survey, or examination concerning personal beliefs</u>
Ed. Code 51514	<u>Nonremoval of survey questions pertaining to sexual orientation or gender identity</u>
Ed. Code 51938	<u>Sexual Health and HIV/AIDS Prevention Education Act; notice and parent/guardian excuse</u>
Federal	Description
20 USC 1232g	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>
20 USC 1232h	<u>Privacy rights</u>
34 CFR 99.1-99.8	<u>Family Educational Rights and Privacy Act</u>
Management Resources	Description
California Department of Education Publication	<u>Our Schools: Resources to Include Immigrant Families</u>
California Department of Justice Publication	<u>Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's TK-12 Schools in Responding to Requests for Access and Information for Immigration Enforcement Purposes, December 2025</u>
Court Decision	<u>Mirabelli v. Bonta (2026) 146 S.Ct. 797</u>

Regulation 5022: Student And Family Privacy Rights

Original Adopted Date: 03/01/2004 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:** 08/01/2026

Surveys Requesting Information about Beliefs and Practices

A student's parent/guardian, or a student who is an adult or emancipated minor, shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or the student's parent/guardian
2. Mental or psychological problems of the student or the student's family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

If a student participates in such a survey requesting information about personal beliefs and practices, district employees shall not request or disclose the student's identity.

Notwithstanding the above requirements for prior written consent, the district may administer to students in grades 7-12 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex provided that parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. (Education Code 51938)

If the district administers a voluntary survey that already includes questions pertaining to sexual orientation and/or gender identity, the Superintendent or designee shall not remove such questions. (Education Code 51514)

Parent/Guardian Access to Surveys and Instructional Materials

The parent/guardian of any district student, upon request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to the parent/guardian's child that either collects personal information for marketing or sale or requests information about beliefs and practices
2. Any instructional material to be used as part of the child's educational curriculum

Parents/guardians may file a complaint concerning the content or use of instructional materials in accordance with Board Policy and Administrative Regulation 1312.2 - Complaints Concerning Instructional Materials or Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures, and may request to opt their student out of specific instructional materials in accordance with Board Policy and Administrative Regulation 5020 -- Parent Rights and Responsibilities.



Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view the survey or other requested document. A parent/guardian may view the document any time during normal business hours.

No student shall be subject to penalty for exercise of any of the rights stated above.

Health Examinations

Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to the student's parent/guardian, unless an applicable state law authorizes the student to provide consent without parent/guardian notification. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (20 USC 1232h)

Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this administrative regulation and the accompanying Board policy
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information
 - b. Physical examinations or screenings
 - c. Collection of personal information from students for marketing or sale

Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Additionally, parents/guardians shall be notified of any substantive change to this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 200-280	<u>Educational equity; prohibition of discrimination</u>
Ed. Code 49076.7	<u>Privacy of student records; social security numbers</u>
Ed. Code 49450-49458	<u>Physical examinations of students</u>
Ed. Code 49602	<u>Counseling and confidentiality of student information</u>
Ed. Code 51101	<u>Parents Rights Act of 2002</u>
Ed. Code 51513	<u>Test, questionnaire, survey, or examination concerning personal beliefs</u>
Ed. Code 51514	<u>Nonremoval of survey questions pertaining to sexual orientation or gender identity</u>

Policy 5125: Student Records

Status: ADOPTED

Original Adopted Date: 03/01/2009 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, disclosure, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records in accordance with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information, including which information should not be solicited.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

Records Related to Immigration or Citizenship Status

The immigration or citizenship status of a student or a student's family member may only be collected and disclosed in accordance with Board Policy and Administrative Regulation 1445 - Response to Immigration Enforcement.

The district or any district employee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, or disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. This prohibition does not apply to information that is aggregated and is not personally identifiable. (Government Code 8310.3)

Family Court Records

The Superintendent or designee shall develop protocols to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. (Family Code 6323.5)

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

Retention, Disclosure, and Security of Student Records

The Superintendent or designee shall ensure the confidentiality of student records as required by law. Additionally, the Superintendent or designee shall establish processes and procedures to safeguard student records against damage, loss, or theft that may be caused by any technology used in the retention or disclosure of student records, including artificial intelligence, or by a breach to the district's digital infrastructure.

The Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect student records from breaches to the district's digital infrastructure.



If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

In accordance with law and Board Policy 3312 - Contracts, the Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records.

The operator of a website, online service or application, or mobile application that controls such student record shall delete any student data under the control of the school or district upon request by the district. Additionally, the student's parent/guardian, or the student if 18 years of age or older, may request the operator to delete any student's records containing covered information which is not subject to the California Consumer Privacy Act. (Business and Professions Code 22584, 22586)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Civ. Code 1798.100-1798.199.100	California Consumer Privacy Act
Code of Civil Procedure 1985.3	Subpoena duces tecum
Ed. Code 17604	Delegation of powers to agents
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 220.5	Prohibition of enactment or enforcement of policy, rule, or administrative regulation requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	Reporting of cyberattacks
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48853.5	Foster youth; placement, immunizations
Ed. Code 48902	Notification of law enforcement of specified violations
Ed. Code 48904-48904.3	Withholding grades, diplomas, or transcripts
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49091.14	Parent/guardian review of curriculum
Ed. Code 51745	Independent study
Ed. Code 56041.5	Rights of students with disabilities
Ed. Code 56050	Surrogate parents
Ed. Code 56055	Foster parents

Regulation 5125: Student Records

Status: ADOPTED

Original Adopted Date: 12/01/2014 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

Definitions

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Adult student is a person who is or was enrolled in the district and who is at least 18 years of age. (5 CCR 430)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

District officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Legitimate educational interest is an interest held by any district official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

Mandatory interim student records are those records which the district is directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Mandatory permanent student records are those records which are maintained in perpetuity and which the district has been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family



4. A personal identifier, such as the student's social security number, student number, biometric record, fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information
2. Informal notes compiled by a district official or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the district, as specified in 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Persons Granted Access

In accordance with law, access to any student records shall be granted to:

1. Parents/guardians of students younger than 18 years of age, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025; 34 CFR 99.4)

However, the district shall not disclose student records to a party, including a parent/guardian, who is legally prohibited from accessing records and information of a student pursuant to a restraining order. (Family Code 6323.5; 34 CFR 99.4)

2. An adult student, or a student under 18 years of age, who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with exceptional needs who is 18 years of age or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:



1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are 16 years of age or older or who have completed the 10th grade (Education Code 49076)
3. District officials and employees, consistent with the definition provided in "Definitions," above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide 18 years of age or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)
5. Officials and employees of other districts, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another district, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program

However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under 18 years of age, that the student's GPA will be forwarded to the Student Aid Commission by October 1, unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. The California College Guidance Initiative (CCGI) in accordance with a data sharing agreement pursuant to Education Code 60900, to provide data for use when planning for and applying to California public colleges and universities (Education Code 60900, 60900.5)
8. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
9. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to Item #8 above (Education Code 49076)
10. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record



pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

11. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
12. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
13. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

14. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

15. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by the district for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district. (Education Code 49069.3)

16. A student 14 years of age or older who is an unaccompanied minor experiencing homelessness as defined in 42 USC 11434a (Education Code 49076)
17. An individual who completes Items #1-4 of the Caregiver's Authorization Affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
18. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232g)
19. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with a disability who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in Item #13 above. (Education Code 49076)

20. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written consent by a parent/guardian, lawfully issued subpoena, or court order is submitted to the district, or information is



provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another district in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act (FERPA). (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

Additionally, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of the student or other persons (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)
3. Organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31
4. Officials and employees of other districts, private schools, or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)



5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code 49076)
7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or FERPA. (Education Code 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

Persons Generally Denied Access

A request for student records by an officer or employee of an agency conducting immigration enforcement shall be denied except in accordance with Board Policy and Administrative Regulation 1445 - Response to Immigration Enforcement.

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069.7; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that district officials and employees obtain access to only those student records in which they have legitimate educational interests. (Education Code 49076; 5 CCR 431; 34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any



individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069.7; 5 CCR 431)

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069.7)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

Additionally, the custodian of records shall make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log need not include requests for access to records by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who have received written consent by a parent/guardian and have provided it to the district, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. District officials and employees who have a legitimate educational interest

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education



Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No addition or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49070; 5 CCR 437)

The district shall update a current student's name and/or gender consistent with Administrative Regulation 5145.3-Nondiscrimination/Harassment.

However, when a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to include the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name and/or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and Administrative Regulation 5125.3 - Challenging Student Records. (Education Code 49062.5)

Any challenge to the content of a student's record shall be filed in accordance with Education Code 49070 and the process specified in Administrative Regulation 5125.3 - Challenging Student Records.

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student



- a. Address of minor student if different from the above
- b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor
2. A log identifying persons or organizations who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parent/guardian restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or prohibition of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine discipline data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records



When a student transfers into the district from any other district, a private school, or school system, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into the district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion. (Education Code 48201)

When a student with a disability transfers into the district from another district, the Superintendent or designee shall take reasonable steps to promptly obtain the student's records, including the individualized education program and the supporting documents related to the provision of special education services, in accordance with Administrative Regulation 6159 - Individualized Education Program.

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

Additionally, when a student in foster care is enrolling in a district school, the district's liaison for foster youth shall contact, within two business days of the student's request for enrollment, the school last attended by the student to obtain all academic and other records. (Education Code 48853.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of district property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, in accordance with Board Policy/Exhibit(1) 5145.6 - Parent/Guardian Notifications, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with exceptional needs. (Education Code 48985, 49063; 5 CCR 431; 34 CFR 99.7)

The notice shall include: (Education Code 49063, 60900.5; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining district officials and employees and for determining legitimate educational interest



5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. The sharing with CCGI of specified district data and data collected by the California Department of Education for the purposes of college admissions, academic placement, and eligibility for student financial aid (Education Code 60900)
13. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
14. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Additionally, the annual parent/guardian notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will only be released in accordance with Board Policy and Administrative Regulation 1445 - Response to Immigration Enforcement.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in Item #3 above

Additionally, the notification shall include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parent/guardian notification required pursuant to Education Code 48980.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:



- a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or the student's parent/guardian
- b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 16020-16027	Destruction of records of school districts
5 CCR 430-438	Individual student records
Bus. and Prof. Code 22580-22582	Privacy rights for California minors in the digital world
Bus. and Prof. Code 22584-22585	Student Online Personal Information Protection Act
Bus. and Prof. Code 22586-22587	Early Learning Personal Information Protection Act
Civ. Code 1798.100-1798.199.100	California Consumer Privacy Act
Code of Civil Procedure 1985.3	Subpoena duces tecum
Ed. Code 17604	Delegation of powers to agents
Ed. Code 220.3	Prohibition of requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 220.5	Prohibition of enactment or enforcement of policy, rule, or administrative regulation requiring employee or contractor to disclose information related to student's sexual orientation, gender identity, or gender expression
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 33328.5	Statewide AI Task Force
Ed. Code 35266	Reporting of cyberattacks
Ed. Code 48201	Transfer student's record for acts that resulted in suspension or expulsion
Ed. Code 48853.5	Foster youth; placement, immunizations
Ed. Code 48902	Notification of law enforcement of specified violations
Ed. Code 48904-48904.3	Withholding grades, diplomas, or transcripts
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 48985	Notices to parents/guardians in language other than English
Ed. Code 49060-49079	Student records
Ed. Code 49091.14	Parent/guardian review of curriculum
Ed. Code 51745	Independent study
Ed. Code 56041.5	Rights of students with disabilities
Ed. Code 56050	Surrogate parents
Ed. Code 56055	Foster parents
Ed. Code 56325	Unofficial transcripts for transfer students; students with disabilities
Ed. Code 60900-60902	California Longitudinal Pupil Achievement Data System
Ed. Code 69432.9	Cal Grant program; notification of grade point average
Ed. Code 69475	Conditional repeal of Cal Grant program

Policy 5131.8: Mobile Communication Devices

Status: ADOPTED

Original Adopted Date: 10/01/2019 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

The Governing Board recognizes that student use of smartphones and other mobile communication devices on campus may have beneficial as well as harmful and disruptive effects on student learning and well-being, and on the instructional program. When on campus or when under the supervision of district employees, students may use smartphones and other mobile communication devices only as permitted under this policy.

Option 1: (Limited use of smartphones and other mobile communication devices)

Students may, subject to this Board policy, use smartphones or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any applicable school rules.

Mobile communication devices shall be turned off during instructional time.

End Option 1

Option 2: (Prohibited use of smartphones and other mobile communication devices)

Students shall not use smartphones or other mobile communication devices while at a school site or under the supervision and control of a district employee.

End Option 2

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
2. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
3. When the possession or use is required by the student's individualized education program

Option 1: (Students are not prohibited from possessing/using smartphones or other mobile communication devices during emergency/response to a perceived threat of danger)

Additionally, a student shall not be prohibited from possessing or using a smartphone or other communication device in the case of an emergency or in response to a perceived threat of danger. (Education Code 48901.7)

End Option 1

Option 2: (Students are prohibited from possessing/using smartphones or other mobile communication devices during emergency/response to a perceived threat of danger)

However, a student shall be prohibited from possessing or using a smartphone or other communication device in the case of an emergency or in response to a perceived threat of danger, with the prohibited possession and use explicitly addressed in the comprehensive school safety plan. (Education Code 48901.7)

End Option 2

The Superintendent or designee may undertake measures or strategies in accordance with law, to limit student access to smartphones and other mobile communication devices on campus. (Education Code 48901.7)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the



privacy rights of any other person.

A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfully issued warrant, when a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information, or when the search is otherwise permitted pursuant to Penal Code 1546.1.

When a student uses a mobile communication device in an unauthorized manner while at a school site or under the supervision and control of a district employee, the student may be disciplined in accordance with Board Policy/Administrative Regulation 5144 - Discipline, Board Policy/Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities). Additionally, the district employee may temporarily confiscate the device, in which case the employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

In addition, a student may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The district is not responsible or liable for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

The Board shall review and, as necessary, update this policy at least once every five years. Any such review or update shall include significant stakeholder participation to ensure that the policy is responsive to the unique needs and desires of students, parents/guardians, and educators. (Education Code 48901.7)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 300-307	Duties of students
Civ. Code 1714.1	Liability of parent/guardian for act of willful misconduct by a minor
Ed. Code 200-280	Prohibition of discrimination
Ed. Code 32280-32289.6	School safety plans
Ed. Code 35181	Governing board authority to set policy on responsibilities of students
Ed. Code 35291-35291.5	Rules
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 48900-48926	Suspension and expulsion
Ed. Code 48901.5	Prohibition of electronic signaling devices
Ed. Code 48901.7	Limitation or prohibition of student use of smartphones
Ed. Code 48901.8	Limitation or prohibition of student use of social media
Ed. Code 51512	Prohibited use of electronic listening or recording device
Pen. Code 1546.1	Electronic Communications Privacy Act
Pen. Code 288.2	Harmful matter with intent to seduce
Pen. Code 313	Harmful matter
Pen. Code 647	Use of camera or other instrument to invade person's privacy; misdemeanor
Pen. Code 653.2	Electronic communication devices; threats to safety
Veh. Code 23123-23124	Prohibitions against use of electronic devices while driving

Policy 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 10/01/2014 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

The Governing Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to district activity or attendance, to acts which occur off campus or outside of district-related or district-sponsored activities but which may have an impact on or create a hostile environment at school, and to all acts of the Board and the Superintendent in enacting policies and procedures that govern the district.

The Board prohibits, at any district school or activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against an individual or group based on one, or a combination of two or more, protected characteristics, which include, but may not be limited to, race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status; a perception of one or more, or any combination, of such characteristics; or association with a person or group with one or more, or any combination, of these actual or perceived characteristics. (Education Code 200, 210.1, 210.2, 210.3, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

Additionally, the Board prohibits teacher instruction and district-sponsored activities that promote discriminatory bias based on any of the characteristics specified above. Discriminatory bias in instruction and school-sponsored activities does not require a showing of direct harm to members of a protected group and members of a protected group do not need to be present while the discriminatory bias is occurring for the act to be considered discriminatory bias. (Education Code 51500)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Additionally, unlawful discrimination occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

In addition, unlawful discrimination includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in district programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently, and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates, participates, or refuses to participate in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as discrimination complaints.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. Additionally, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible



to students and parents/guardians, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6; 34 CFR 106.8)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action shall be taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation, shall be subject to appropriate consequences or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination related to a district activity, attendance, or district-related or district-sponsored activity, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee may engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. Additionally, the principal or designee may require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying or when otherwise required, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Complaints alleging unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, when required by law. However, complaints alleging sexual harassment under Title IX shall be investigated and resolved in accordance with the procedures specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 14026	<u>Discriminatory Practices and Unlawful Denial of Full and Equal Access</u>
5 CCR 432	<u>Student records</u>
5 CCR 4600-4670	<u>Uniform complaint procedures</u>
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Civ. Code 1714.1	<u>Liability of parent/guardian for act of willful misconduct by a minor</u>

Regulation 5145.3: Nondiscrimination/Harassment

Status: ADOPTED

Original Adopted Date: 09/01/2016 | **Last Revised Date:** 08/01/2026 | **Last Reviewed Date:** 08/01/2026

The district designates the individual(s) identified below as the Compliance Officer(s). The employee(s) is responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the Compliance Officer(s) specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination of a student, and the Title IX Coordinator specified in Administrative Regulation 5145.7 - Sexual Harassment as the responsible employee to handle complaints alleging unlawful sexual harassment, as permitted by law. The Compliance Officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

(title or position)

(address)

(telephone number)

(email)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the Compliance Officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's website in a manner that is easily accessible to students and parents/guardians (Education Code 234.1, 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's website in a manner that is easily accessible to students and parents/guardians (Education Code 234.6)
4. Post in a prominent location on the district's website in a manner that is easily accessible to students and parents/guardians information regarding Title IX prohibitions against discrimination based on a student's sex, including the following: (Education Code 221.6, 221.61, 234.6)
 - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
 - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (USOCR)
 - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
 - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of



limitations

- ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on USOCR's website
 - iii. A web link to the USOCR complaints form and the contact information for the office, including the phone number and email address for the office
- d. A link to the Title IX information included on the California Department of Education's (CDE) website
5. Post CDE's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form to the district (Education Code 33353)
 6. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5. 234.6)

Such resources shall be posted in a prominent location on the district's website in a manner that is easily accessible to students and parents/guardians. (Education Code 234.6)

7. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior
8. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students

The notice shall inform students and parents/guardians that they may request to meet with the Compliance Officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. Additionally, the notice shall inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

9. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

10. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them

Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.

11. Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students, or related to the support of students who may face bias or bullying on the basis of any of the actual or perceived characteristics specified in Penal Code 422.55, including immigration status; Education Code 220; and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation; or association with a person or group with one or more of these actual or perceived characteristics (Education Code 234.1)



12. Until the 2029-2030 school year, provide annually to certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3
13. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so (Education Code 234.1)
14. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights

Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal, or any other staff member. Additionally, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or principal, regardless of whether the alleged victim files a complaint.

Any district employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported, shall report the incident to the Compliance Officer, Title IX Coordinator, or principal within one workday, regardless of whether the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal, Compliance Officer, or Title IX Coordinator, the principal, Compliance Officer, or Title IX Coordinator shall notify the student or parent/guardian of the right to file a formal complaint in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, regardless of whether a formal complaint is filed, the Compliance Officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

Support for Intersex, Nonbinary, Transgender and Gender-Nonconforming Students

Gender refers to a student's sex, and includes a student's gender identity and gender expression. (Education Code 210.7)

Gender identity refers to a student's gender-related identity, appearance, or behavior as determined from the student's internal sense, regardless of whether that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression refers to a student's gender-related appearance and behavior, regardless of whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.



Gender-nonconforming refers to when a student's gender expression differs from stereotypical expectations.

Intersex refers to when a student has natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

Nonbinary refers to when a student's gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

Sex refers to the biological condition of being a female or male human being. (5 CCR 4910)

Transgender refers to when a student's gender identity is different from the sex assigned at birth.

The district shall ensure that all students, regardless of sex, gender, gender identity, or gender expression, are afforded the same rights, benefits, and protections provided to students by law and Board policy. (Education Code 200)

To do so, the Superintendent or designee shall address each situation that arises on a case-by-case basis and in accordance with the following guidelines and Board Policy and Administrative Regulation 5020 - Parent Rights and Responsibilities:

1. **Acceptance and Treatment of a Student's Gender Identity:** The district shall accept the student's assertion of the student's gender identity and treat the student consistent with that gender identity unless the student's parent/guardian objects or district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose
2. **Use of Names and Pronouns:** Upon request by a student, district personnel shall address the student by the requested name and pronoun(s), without the necessity of a court order or a change to the student's mandatory permanent student record, unless the student's parent/guardian objects

District personnel shall be consistent in the use of the student's name and pronoun such that the same name and pronoun is used when addressing the student at school as when speaking to the student's parent/guardian in regard to the student.

Inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or pronouns may not constitute a violation of this administrative regulation or the accompanying Board policy.

3. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity unless the student's parent/guardian objects

Additionally, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by sex, such as for class discussions, yearbook pictures, and field trips unless the student's parent/guardian objects.

In addition, to address any student's privacy concerns in using sex-segregated facilities, the district shall consider offering a gender-neutral or single-use changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, in no case shall the district require a student to utilize these options because of the student's sex, gender, gender identity, or gender expression. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

Each district school shall provide and maintain at least one all-gender restroom for student use that meets the requirements of Education Code 35292.5.

4. **Equal Access to Educational Programs and Activities:** Upon request by a student based on the student's gender



identity or gender expression, the Compliance Officer shall identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained, unless the student's parent/guardian objects to doing so

As necessary, the Compliance Officer shall involve the student's parent/guardian in the development of such strategies unless there is a reasonable belief that doing so would endanger the well-being of the student.

The Compliance Officer shall consider the rights of all students and how those rights may affect and be affected by the rights of other students. Additionally, the Compliance Officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's sex, gender, gender identity, or gender expression so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are providing equal access to programs and activities.

5. Right to privacy: A student's sex, gender, gender identity, and gender status is private information

The district shall disclose such information upon request by a student's parent/guardian unless there is a reasonable belief that doing so would endanger the well-being of the student. Additionally, the district shall disclose such information when the disclosure is required or permitted by law, with the student's prior written consent, or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. (Education Code 220.3, 220.5; 34 CFR 99.31, 99.36)

6. Student Records: A student's sex and legal name shall be maintained as part of a student's mandatory permanent student record as specified in 5 CCR 432 and shall only be changed with proper documentation (Education Code 49061-49072)

When a request to change a student's gender or name is submitted without proper documentation, any change to the student's gender or name shall be applied only to documents not included in the mandatory permanent student record such as attendance sheets, report cards, and school identification. However, no such change shall be made if the student's parent/guardian objects.

The Superintendent or designee shall follow this guideline such that it does not change or alter the obligations of the district to maintain student records in accordance with Board Policy and Administrative Regulation 5125 - Student Records, and to ensure access to such records in accordance with Board Policy and Administrative Regulation 1340 - Access to District Records.

A student has the right to dress in any manner consistent with Board Policy and Administrative Regulation 5132 - Dress and Grooming, subject to any dress code adopted on a school site.

In accordance with law, the district prohibits any act of verbal, nonverbal, or physical aggression, intimidation, or hostility, including any such act based on sex, gender, gender identity, or gender expression, or that has the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature, including, but not limited to:

1. Refusing to address or refer to a student in a manner consistent with the student's gender identity
 2. Disciplining a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity
 3. Blocking, prohibiting, or restricting a student's entry to the restroom that corresponds to the student's gender identity
 4. Disclosing student records that reveal a student's gender identity to individuals who do not have a legitimate need for the information
 5. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence on the basis of sex, gender, gender identity, or gender expression
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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
2 CCR 14026	<u>Discriminatory Practices and Unlawful Denial of Full and Equal Access</u>
5 CCR 432	<u>Student records</u>
5 CCR 4600-4670	<u>Uniform complaint procedures</u>
5 CCR 4900-4965	<u>Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance</u>
Civ. Code 1714.1	<u>Liability of parent/guardian for act of willful misconduct by a minor</u>
Ed. Code 17585	<u>School modernization project; all-gender restroom</u>
Ed. Code 200-280	<u>Educational equity; prohibition of discrimination</u>
Ed. Code 33353	<u>California Interscholastic Federation; standardized incident form</u>
Ed. Code 35292.5	<u>School restrooms; all-gender restrooms</u>
Ed. Code 48900.3	<u>Suspension or expulsion for act of hate violence</u>
Ed. Code 48900.4	<u>Suspension or expulsion for harassment, threats, or intimidation</u>
Ed. Code 48900.5	<u>Suspension; other means of correction</u>
Ed. Code 48904	<u>Liability of parent/guardian for willful student misconduct</u>
Ed. Code 48907	<u>Exercise of free expression; time, place, and manner rules and regulations</u>
Ed. Code 48950	<u>Speech and other communication</u>
Ed. Code 48985	<u>Notices to parents/guardians in language other than English</u>
Ed. Code 49020-49024	<u>Athletic programs</u>
Ed. Code 49060-49079	<u>Student records</u>
Ed. Code 51204.5	<u>Social sciences instruction; contributions of specified groups</u>
Ed. Code 51500	<u>Prohibited instruction or activity</u>
Ed. Code 51501	<u>Nondiscriminatory subject matter</u>
Ed. Code 60010	<u>Instructional materials; definition</u>
Ed. Code 60040-60052	<u>Requirements for instructional materials</u>
Gov. Code 11135	<u>Prohibition of discrimination</u>
Gov. Code 12926	<u>Prohibition of discrimination; definitions</u>
Gov. Code 53080	<u>Prohibition of discrimination on basis of sex or gender; community youth athletics programs</u>
Pen. Code 422.55	<u>Definition of hate crime</u>
Pen. Code 422.6	<u>Crimes; harassment</u>
Federal	Description
20 USC 1400-1482	<u>Individuals with Disabilities Education Act</u>
20 USC 1681-1688	<u>Title IX of the Education Amendments of 1972; discrimination based on sex</u>
28 CFR 35.101-35.190	<u>Americans with Disabilities Act</u>
28 CFR 35.107	<u>Nondiscrimination on basis of disability; complaints</u>
29 USC 794	<u>Rehabilitation Act of 1973; Section 504</u>
34 CFR 100.3	<u>Prohibition of discrimination on basis of race, color or national origin</u>
34 CFR 104.7	<u>Section 504; Designation of responsible employee and adoption of grievances procedures</u>



Policy 6141: Curriculum Development And Evaluation

Status: ADOPTED

Original Adopted Date: 09/01/1988 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

The Governing Board desires to provide a research-based, sequential curriculum which promotes high levels of student achievement and emphasizes the development of basic skills, problem solving, and decision making. Upon recommendation of the Superintendent or designee, the Board shall adopt a written district curriculum which describes, for each subject area and grade level, the content objectives which are to be taught in all district schools.

The district's curriculum shall be aligned with the district's vision and goals for student learning, Board policies, academic content standards, state curriculum frameworks, state and district assessments, graduation requirements, school and district improvement plans, local control and accountability plan, and, when necessary, related legal requirements.

The Superintendent or designee shall establish a process for curriculum development, selection, and/or adaptation which utilizes the professional expertise of teachers, principals, and district administrators representing various grade levels, disciplines, special programs, and categories of students as appropriate. Additionally, the process may provide opportunities for input from students, parents/guardians, representatives of local businesses and postsecondary institutions, and other community members.

The curriculum development and evaluation process shall be coordinated with the process specified in Board Policy and Administrative Regulation 6161.1 - Selection and Evaluation of Instructional Materials, for selecting and evaluating instructional materials for use in district schools.

When presenting a recommended curriculum for adoption, the Superintendent or designee shall provide research, data, or other evidence demonstrating the proven effectiveness of the proposed curriculum. Additionally, the Superintendent or designee shall present information about the resources that would be necessary to successfully implement the curriculum and describe any modifications or supplementary services that would be needed to make the curriculum accessible to all students.

Any instructional materials recommended by the Superintendent or designee to implement the curriculum shall be factually accurate and reflect the adopted curriculum and standards reflected in Education Code 60200, and be consistent with accepted standards of professional responsibility, rather than advocacy, personal opinion, bias, or partisanship. (Education Code 51501)

Additionally, any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, shall not be recommended by the Superintendent or designee to implement the curriculum if the use would subject a student to unlawful discrimination as specified in Education Code 220. (Education Code 244)

In addition, any textbook or other instructional material shall not be recommended by the Superintendent or designee to implement the curriculum if it contains any matter reflecting adversely upon persons on the basis of race or ethnicity, gender, religion, disability, nationality, or sexual orientation, or because of a characteristic listed in Education Code 220, or that violates Education Code 243, 244, 51500, or 60044. (Education Code 51501)

The Board shall establish a review cycle for regularly evaluating the district's curriculum in order to ensure continued alignment with state and district goals for student achievement. At a minimum, these reviews shall be conducted whenever the State Board of Education adopts new or revised content standards or the curriculum framework for a particular subject or when new law requires a change or addition to the curriculum.

Additionally, the Board may require a review of the curriculum in one or more subject areas as needed in response to student assessment results; feedback from teachers, administrators, or parent/guardians; new research on program effectiveness; or changing student needs.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



Regulation 6141: Curriculum Development And Evaluation

Status: ADOPTED

Original Adopted Date: 07/01/2008 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

Curriculum Review Committee

The Superintendent or designee may establish a curriculum review committee to evaluate and recommend curriculum for Governing Board approval. This committee shall consist of a majority of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, representatives of local businesses and postsecondary institutions, other community members, and students as appropriate. This committee may be the same committee charged with the evaluation and recommendation of instructional materials pursuant to Board Policy and Administrative Regulation 6161.1 - Selection and Evaluation of Instructional Materials.

Curriculum Development/Selection Process

The Superintendent or designee shall research and identify available curriculum in the subject area(s) and grade level(s) scheduled for review. The Superintendent or designee may select a limited number of programs to present to the curriculum review committee for evaluation.

The committee shall recommend the curriculum that best meets the district's needs based on the following criteria and any additional factors deemed relevant by the committee:

1. Analysis of the effectiveness of the existing district curriculum for all students, including student achievement data disaggregated by grade level and student population
2. Alignment of the proposed curriculum with expectations established by the Board and the State Board of Education as to what students need to know and be able to do in the subject(s) and grade level(s) under consideration
3. Evidence of proven effectiveness of the proposed curriculum in raising student achievement, including the research and learning theory upon which the curriculum is based
4. Applicability and accessibility of the curriculum to all students, including, but not limited to, underperforming students, students with disabilities, English learners, and gifted and talented students
5. The estimated cost to purchase, adapt, and/or develop the curriculum
6. Resources required to implement the curriculum, such as time, facilities, instructional materials and technology, staffing, staff development, and funding
7. If the curriculum includes instructional materials, the extent to which the materials meet criteria established by law and the district
8. Represent diverse perspectives and be culturally relevant in accordance with Education Code 60040-60043
9. Any potential impact on other parts of the educational program

If it is determined that available prepackaged curriculum is not cost effective or is inadequate to meet the needs of the district's students, the Superintendent or designee may adapt curriculum or develop new curriculum. Curriculum modification or development shall be performed by teachers, school administrators, and district administrators, with support and assistance, when available, from curriculum experts from the county office of education, postsecondary institutions, and/or curriculum or professional associations. Any modified or new curriculum shall be reviewed by the curriculum committee in accordance with the above criteria prior to being recommended to the Board.

Upon approval by the Board, a new curriculum may be implemented in a limited number of schools or classrooms on a pilot basis so that modifications may be made as necessary before implementing the curriculum districtwide.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Policy 6159: Individualized Education Program

Status: ADOPTED

Original Adopted Date: 03/01/2003 | Last Revised Date: 08/01/2026 | Last Reviewed Date: 08/01/2026

The Governing Board desires to provide full educational opportunities to all students with disabilities. Students with disabilities who require special education and related services to meet their unique needs shall receive a free appropriate public education (FAPE) and, to the maximum extent possible, shall be educated in the least restrictive environment with nondisabled students.

For each student with disabilities, an individualized education program (IEP) shall be developed which identifies the special education instruction and related services to be provided to the student. The membership of the IEP team, the team's responsibility to develop and regularly review the IEP, the contents of the IEP, and the development, review, and revision processes shall be in accordance with the accompanying administrative regulation.

The district shall make FAPE available to individuals with disabilities ages 3-21 who reside in the district, including: (Education Code 56040, 56440; 20 USC 1412; 34 CFR 300.17, 300.101, 300.104)

1. Students who have been suspended or expelled from school
2. Students who are placed by the district in a nonpublic, nonsectarian school
3. Individuals 18-21 years of age who are incarcerated in an adult correctional facility and were identified as being an individual with disabilities or had an IEP in their prior educational placement

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 3021-3029	Identification, referral and assessment
5 CCR 3040-3043	Instructional planning and the individualized education program
5 CCR 3051-3053	Implementation of the individualized education program
5 CCR 853-853.5	State assessments; accommodations
Bus. and Prof. Code 3765	Offenses and enforcement
Ed. Code 46392	Emergencies
Ed. Code 48204.3	Residency requirements
Ed. Code 48853.5	Students in foster care
Ed. Code 49423.5	Performance of physical health care services
Ed. Code 51225.3	High school graduation requirements
Ed. Code 56031	Special education; definition
Ed. Code 56040.3	Availability of assistive technology device
Ed. Code 56040.6	Deaf and hard of hearing supports
Ed. Code 56043	Transition plans
Ed. Code 56049.1	Data related to least restrictive environment
Ed. Code 56055	Rights of foster parents pertaining to foster youth's education
Ed. Code 56136	Guidelines for low incidence disabilities areas
Ed. Code 56195.8	Adoption of policies
Ed. Code 56301	Student copy of parental rights and safeguards
Ed. Code 56302.1	Identification and referral
Ed. Code 56321	Notice of parental rights; consent of parents

Cottonwood Union School District

10/15/2026

1:40:02 PM

2026-2027

Active Students Report

Page 1

SC	School	PS	TK	K	1	2	3	4	5	6	7	8	Total
101	North Cottonwood		55	70	58	82	85	91					441
102	West Cottonwood Junior High								85	108	103	91	387
250	Cottonwood Creek Charter School		16	36	39	35	28	31	33	27	26	31	302
District Total:			71	106	97	117	113	122	118	135	129	122	1130



\$ Payments ▾

Account Credit Limit

✓ Success! Your credit limit change request has been updated.



Requested Credit Limit

Account	CARD, COMPANY • 4137
Current Credit Limit	\$10,000.00
Credit Limit Requested	\$20,000.00

Account	CARD, COMPANY • 6318
Current Credit Limit	\$10,000.00
Credit Limit Requested	\$20,000.00

Print Confirmation

[Return to Account Credit Limit](#)

updated -



Proposition 28: Arts and Music in Schools Funding Annual Report Fiscal Year 2026-27

Name: Cottonwood Union Elementary
CDS Code: 4569955-0000000
Allocation Year: 2025-26, 2024-25, 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

This plan includes 2025-26 funds in the amount of \$151,325. The district filed a waiver exemption for the 2023-24 and 2024-25 and 2025-26 year funding which allows local control over the spending categories and was approved by COE. The district has already filed a waiver for 2025-26 and is pending approval. We plan to expand music vendors to teach music lessons (guitar, piano, vocal, etc.) and visual arts(video editing, theater arts etc.) on both campuses served. We will also use the funds to purchase materials and supplies to support student learning based on student needs. Additionally, we are expanding the art electives in the 2025-26 year and will have 7 teachers doing separate prop 28 related electives throughout the year

2. Number of full-time equivalent teachers (certificated).	45.0
3. Number of full-time equivalent personnel (classified).	59.6
4. Number of full-time equivalent teaching aides.	13.0
5. Number of students served.	884
6. Number of school sites providing arts education.	2

Date of Approval by Governing Board/Body 10/20/2026 12:00:00 AM

Annual Report Data URL

<https://www.cwusd.com/documents>

Submission Date 9/24/2026 11:23:44 AM



SHASTA COUNTY POOLED INVESTMENT
August 31, 2026

08/31/26

PURCHASE DATE	SECURITY TYPE	PAR AMOUNT	COST AMOUNT	% OF TOTAL	DISC	PREM	ACCURD INTEREST	MATURITY	CUSIP	MOODY'S RATING	INT'DISC RATE	YIELD	BROKER	DAYS TO MAT	DAYS*COST	MARKET VALUE	UNREALIZED GAIN/LOSS	AVERAGE MATURITY	US BANK VB. TREAS
	Local Agency Investment Fund (max 75,000)	35,000,000.00	35,000,000.00	4.34%				9/1/2026							1	35,000,000.00		N/A	0.00
	Sweep	11,222,015.84	11,222,015.84							not rated			Bank of America			0.00	N/A	0.00	
	LR Treasury Fund - Mutual Fund (5.00% max)	15,000,000.00	15,000,000.00	1.86%				9/1/2026		not rated	3.58	3.58	UBS	1	15,000,000.00		N/A	0.00	
04/10/23	US Treasury Note	10,000,000.00	9,344,531.25		(655,468.75)		0.00	9,344,531.25	09/30/26	91282BYG9	N/A/Aaa	1.63	3.85	UBS	30	280,336,937.50	9,342,600.00	638,068.75	0.30
12/05/24	US Treasury Note	10,000,000.00	9,981,250.00		(18,750.00)		0.00	9,981,250.00	01/16/27	91282CJT9	NA/NA	4.00	4.09	US Bancorp	137	1,367,431,250.00	10,000,000.00	22,659.00	0.21
03/29/23	US Treasury Note	10,000,000.00	9,471,484.40		(528,515.60)		0.00	9,471,484.40	01/01/27	91282BZ78	NA/NA	1.59	4.10	Wells Fargo	153	1,440,137,113.20	9,907,500.00	426,015.60	0.02
08/25/25	US Treasury Note	10,000,000.00	9,462,500.00		(537,500.00)		0.00	9,462,500.00	02/16/27	91282BV08	NA/Aaa	2.25	3.75	UBS	168	1,580,700,000.00	9,822,500.00	460,000.00	0.02
06/30/23	US Treasury Note	10,000,000.00	9,406,593.75		(593,406.25)	0.00	0.00	10,000,000.00	05/16/27	91282CKR1	NA/NA	4.60	3.74	Wells Fargo	257	2,570,000,000.00	10,026,200.00	25,200.00	0.03
12/09/22	US Treasury Note	10,000,000.00	9,778,125.00		(221,875.00)		0.00	9,778,125.00	06/30/27	91282CE14	NA/NA	2.02	4.28	Wells Fargo	273	2,568,540,093.75	9,990,100.00	481,506.25	0.03
10/11/23	US Treasury Note	10,000,000.00	9,290,625.00		(709,375.00)		0.00	9,290,625.00	07/31/27	91282CF32	NA/Aaa	2.75	4.84	Wedbush	334	3,103,098,750.00	9,968,000.00	578,275.00	0.03
04/09/24	US Treasury Note	10,000,000.00	9,993,000.00		(7,000.00)		0.00	9,993,000.00	08/15/27	91282CLG4	NA/Aa1	3.75	3.80	UBS	349	3,487,557,000.00	9,955,300.00	37,700.00	0.04
01/03/23	US Treasury Note	10,000,000.00	10,000,000.00			0.00	0.00	10,000,000.00	09/30/27	91282CFM8	NA/Aaa	4.13	3.86	Wedbush	395	3,950,000,000.00	9,987,500.00	(12,500.00)	0.04
05/03/23	US Treasury Note	10,000,000.00	8,854,887.50		(1,145,212.50)		0.00	8,854,887.50	01/01/28	91282CDJ9	NA/Aaa	0.76	3.38	UBS	516	4,566,728,125.00	9,817,200.00	662,512.50	0.05
05/05/23	US Treasury Note	10,000,000.00	9,715,972.80		(284,027.20)		0.00	9,715,972.80	02/15/28	91282B9W8	NA/Aaa	2.75	3.40	UBS	533	5,178,130,862.40	9,762,400.00	67,327.20	0.05
10/06/23	US Treasury Note	10,000,000.00	8,619,921.88		(1,380,078.12)		0.00	8,619,921.88	03/31/28	91282CJ59	NA/Aaa	1.25	4.72	Wedbush	676	4,982,314,846.04	9,635,600.00	916,578.12	0.05
12/08/23	US Treasury Note	10,000,000.00	9,441,466.25		(558,533.75)		0.00	9,441,466.25	05/15/28	91282B4H7	NA/Aaa	3.88	4.27	UBS	623	5,861,899,093.75	9,762,000.00	321,493.75	0.06
04/19/24	US Treasury Note	10,000,000.00	9,715,625.00		(1,284,375.00)		0.00	9,715,625.00	05/31/28	91282CC59	NA/Aaa	1.20	4.72	Wedbush	639	5,850,284,375.00	9,846,000.00	770,275.00	0.06
10/11/25	US Treasury Note	10,000,000.00	10,000,000.00			0.00	0.00	10,000,000.00	08/15/28	91282CN40	NA/Aa1	3.88	3.52	UBS	654	6,540,000,000.00	9,920,300.00	(70,700.00)	0.07
12/11/25	US Treasury Note	10,000,000.00	10,000,000.00			0.00	0.00	10,000,000.00	09/15/28	91282CNH0	NA/Aa1	3.78	3.52	UBS	654	6,540,000,000.00	9,920,300.00	(70,700.00)	0.07
10/11/23	US Treasury Note	10,000,000.00	8,598,437.50		(1,401,562.50)		0.00	8,598,437.50	08/30/28	91282CC42	NA/Aaa	1.25	4.59	Wedbush	669	5,752,354,687.50	9,461,300.00	862,862.50	0.06
12/06/23	US Treasury Note	10,000,000.00	9,460,937.50		(539,062.50)		0.00	9,460,937.50	09/15/28	91282B9V9	NA/Aaa	2.68	4.15	Wedbush	715	6,764,570,312.50	9,726,200.00	265,262.50	0.07
12/05/23	US Treasury Note	10,000,000.00	10,000,000.00			0.00	0.00	10,000,000.00	10/31/28	91282CJ99	NA/Aaa	4.88	4.11	UBS	702	7,020,000,000.00	10,103,000.00	103,000.00	0.08
12/13/23	US Treasury Note	10,000,000.00	9,525,000.00		(475,000.00)		0.00	9,525,000.00	11/15/28	91282B546	NA/Aaa	3.13	4.25	US Bancorp	867	7,689,875,000.00	9,740,000.00	215,000.00	0.08
04/24/24	US Treasury Note	10,000,000.00	8,764,002.50		(1,235,997.50)		0.00	8,764,002.50	01/31/29	91282CD98	NA/Aaa	1.75	4.67	US Bancorp	884	7,747,431,250.00	9,402,000.00	637,037.50	0.08
01/11/25	US Treasury Note	10,000,000.00	9,400,781.30		(509,218.70)		0.00	9,400,781.30	05/31/29	91282CE58	NA/NA	2.75	4.28	Wells Fargo	1004	9,430,354,425.20	9,577,300.00	176,518.70	0.10
07/31/26	US Treasury Note	10,000,000.00	9,064,809.78		(935,190.22)		17,554.75	9,064,809.78	07/15/29	91282CC36	NA/Aa1	4.13	4.32	UBS	1040	10,453,065,466.22	9,924,200.00	(40,060.78)	0.11
10/26/24	US Treasury Note	10,000,000.00	9,400,000.00		(600,000.00)		0.00	9,400,000.00	07/31/29	91282CFD0	NA/NA	2.60	4.02	US Bancorp	1065	10,811,000,000.00	9,517,200.00	117,200.00	0.10
06/30/25	US Treasury Note	10,000,000.00	9,998,437.50		(1,001,562.50)		0.00	9,998,437.50	06/30/30	91282CHJ3	NA/NA	3.75	3.76	US Bancorp	1396	13,987,614,002.50	9,750,400.00	(247,037.50)	0.15
02/25/26	US Treasury Note	10,000,000.00	10,005,748.31		(5,748.31)	5,748.31	0.00	10,005,748.31	01/31/31	91282CJ90	NA/Aa1	4.00	3.60	UBS	1614	16,149,279,350.34	9,805,100.00	(200,040.31)	0.17
03/21/26	US Treasury Note	10,000,000.00	10,422,203.04		(422,203.04)	422,203.04	0.00	10,422,203.04	03/16/31	91251DFP8	NA/Aa1	5.38	3.93	UBS	1629	16,977,768,752.18	10,369,600.00	(52,703.04)	0.18
-----	Total Treasury Bill (50% limit)	280,000,000.00	267,617,241.28	33.16%								4.04				274,768,900.00	7,143,695.74		
-----	Total Negotiable Cert of Deposit (20% limit)			0.00%															
-----	Total Medium Term Notes (20% limit/ 3% ea)	0.00	0.00	0.00%													0.89		
01/13/20	MUFG Bank CP	10,000,000.00	9,750,000.00		(244,000.00)		9,750,000.00	09/10/26	62479MJA2	A-1/P-1	3.60	3.75	UBS	10	97,260,000.00	9,990,700.00	234,700.00	0.00	
03/02/26	Credit Agricole CP	10,000,000.00	9,778,266.11		(221,733.89)		9,778,266.11	10/09/26	22633LJK03	A-1/P-1	3.61	2.69	UBS	39	361,257,096.29	9,950,000.00	181,513.89	0.01	
03/13/26	Natixis CP	10,000,000.00	9,778,272.22		(221,727.78)		9,778,272.22	10/13/26	63873KKD8	A-1/P-1	3.73	3.81	UBS	43	420,485,705.48	9,956,700.00	177,427.78	0.01	
03/27/26	MUFG Bank CP	10,000,000.00	9,768,858.33		(231,141.67)		9,768,858.33	10/26/26	62479MKG1	A-1/P-1	3.01	4.00	UBS	56	547,044,888.48	9,941,600.00	173,241.67	0.02	
04/07/26	Natixis CP	10,000,000.00	9,770,433.33		(229,566.67)		9,770,433.33	11/06/26	63873KL62	A-1/P-1	3.88	3.97	UBS	67	654,610,933.11	9,926,100.00	158,060.67	0.02	
04/29/26	MUFG Bank CP	10,000,000.00	9,717,111.11		(282,888.89)		9,717,111.11	01/23/27	62479MNN9	A-1/P-1	3.80	3.91	UBS	144	1,398,263,889.84	9,839,800.00	122,758.89	0.05	
06/01/26	Natixis NY CP	10,000,000.00	9,730,625.00		(269,375.00)		9,730,625.00	02/01/27	63873KP16	A-1/P-1	3.67	3.97	UBS	154	1,469,440,250.00	9,824,900.00	88,275.00	0.05	
05/27/26	Credit Agricole CP	10,000,000.00	9,796,950.00		(203,050.00)		9,796,950.00	03/01/27	22633LJQ14	A-1/P-1	3.03	4.03	UBS	192	1,783,044,000.00	9,789,800.00	(7,150.00)	0.06	
-----	Total Comm Paper (20% limit)	80,000,000.00	78,162,436.12	9.68%								3.88				79,231,880.00	1,126,463.90		
12/14/21	Federal Farm Credit (Collable)	10,000,000.00	10,000,000.00				10,000,000.00	12/14/26	31332ENHC7	AA+/Aaa	1.80	1.80	UBS	105	1,000,000,000.00	9,930,500.00	(69,500.00)	0.02	
10/08/24	Federal Farm Credit	10,000,000.00	9,915,000.00		(85,000.00)		9,915,000.00	01/07/27	31332ERWR8	AA+/Aaa	3.50	3.80	UBS	129	1,279,035,000.00	9,980,500.00	65,500.00	0.02	
01/11/22	Federal Farm Credit (Collable)	5,000,000.00	5,000,000.00				5,000,000.00	01/11/27	31332NKGA7	NA/NA	1.47	1.47	Wells Fargo	133	605,000,000.00	4,955,300.00	(44,700.00)	0.01	
01/28/26	Federal Farm Credit	10,000,000.00	10,000,000.00				10,000,000.00	01/28/27	31332EWBA7	NA/Aa1	3.50	3.50	UBS	150	1,500,000,000.00	9,976,000.00	(23,100.00)	0.02	
03/11/23	Federal Farm Credit	10,000,000.00	10,000,000.00				10,000,000.00	03/28/27	31332PEE1	AA+/Aaa	4.00	3.97	Wedbush	210	2,100,000,000.00	9,980,600.00	(10,400.00)	0.03	
06/25/25	Federal Farm Credit	10,000,000.00	9,095,000.00		(5,000.00)		9,095,000.00	06/25/27	31332ETMV5	AA+/Aaa	3.75	3.78	UBS	206	2,078,610,000.00	9,986,100.00	(28,000.00)	0.06	
01/28/25	Federal Farm Credit	10,000,000.00	9,000,000.00				9,000,000.00	01/03/28	31332CTA8	Aa1/Aa+	3.50	3.50	UBS	490	4,900,000,000.00	9,905,700.00	(84,300.00)	0.08	
12/08/25	Federal Farm Credit Bank	10,000,000.00	9,984,500.00		(15,400.00)		9,984,500.00	01/14/28	31332T7L5	AA+/Aa1	3.38	3.61	Wells Fargo	507	4,988,250,000.00	9,884,100.00	(72,500.00)	0.08	
04/16/26	Federal Farm Credit	10,000,000.00	10,000,000.00				10,000,000.00	01/20/28	3111ET2W0	NA/NA	3.50	3.58	US Bancorp	525	5,062,192,200.00	9,885,700.00	(98,000.00)	0.08	
09/05/29	Federal Farm Credit	10,000,000.00	10,000,000.00				10,000,000.00	02/07/28	31332EWL6	NA/NA	3.75	3.75	UBS	525	5,250,000,000.00	9,916,800.00	(60,200.00)	0.08	
10/13/23	Federal Farm Credit	10,000,000.00	9,904,300.00		(96,000.00)		9,904,300.00	09/05/28	31332TVW4	AA+/Aa1	3.63	3.62	UBS	730	7,360,000,000.00	9,862,800.00	(137,200.00)	0.12	
04/23/24	Federal Farm Credit	10,000,000.00	9,989,953.65		(10,046.35)		9,989,953.65	09/22/28	31332EPW7	AA+/Aaa	4.50	4.72	UBS	756	7,457,712,000.00	10,025,400.00	121,400.00	0.12	
01/08/25	Federal Farm Credit	1																	

DB/31.20

TOTAL DAYS***COST**
TOTAL **COST** AMOUNT
WEIGHTED AVERAGE MATURITY
WEIGHTED AVERAGE MATURITY

11/7/25 LOAN TO CITY OF ANDERSON \$1,300,000.00
DUE & PAYABLE PLUS INTEREST JANUARY, 2020

$$\text{PAR} + \text{DISC} + \text{PREM} + \text{ACC INT} = \text{COST}$$