

Agenda

SUTTER COUNTY BOARD OF EDUCATION

Wednesday, November 9, 2022

Regular Meeting – 5:30 p.m.

Sutter County Superintendent of Schools Office

970 Klamath Lane – Board Room

Yuba City, CA 95993

A full Board packet is available for review at the Sutter County Superintendent of Schools Office Reception Desk, 970 Klamath Lane, Yuba City, CA (8:00 a.m. – 5:00 p.m., Monday through Friday – excluding legal holidays) and the Sutter County Superintendent of Schools' website at www.sutter.k12.ca.us.

Members of the public wishing to address the Board on specific agenda items, or any item of interest that is within the subject matter jurisdiction of the Board, will be given an opportunity to do so. At the discretion of the Board president, time limits may be imposed upon such presentations. No action may be taken on items not appearing on the posted agenda.

5:30 p.m. 1.0 Call to Order

2.0 Pledge of Allegiance

3.0 Roll Call of Members:

June McJunkin, President
Victoria Lachance, Vice President
Jim Richmond, Member
Harjit Singh – Member
Trustee Area 1 - Vacant

4.0 Items of Public Interest to Come to the Attention of the Board

Members of the public are given an opportunity to address the Board regarding items not listed on the agenda. *The California Government Code, Section 54954.2 (a)(2) states, "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."*

5.0 Approve Minutes of the October 12, 2022, Regular Meeting
[Action Item]

The minutes of the October 12, 2022, Regular Meeting of the Sutter County Board of Education are presented for approval.

6.0 Set Date, Time and Place for Annual Organizational Meeting
Tom Reusser **[Action Item]**

It is required the Board establish a date for their Annual Organizational Meeting at the November Board Meeting. Per Ed Code §1009, the date this meeting must take place shall be on or after the second Friday in December. The date of the regular December meeting is scheduled for December 9th, which falls within this time period.

7.0 Student Support and Outreach Department Presentation
Virginia Burns

8.0 Quarterly Report on Williams/Valenzuela Uniform Complaints
(July 1, 2022 – September 30, 2022) – Brian Gault

Education Code 35186 requires the county superintendent to report on the number and nature of complaints filed for:

- 1) Textbooks and instructional materials
- 2) Teacher vacancies or mis-assignments
- 3) Facilities and conditions

9.0 Annual Report on Williams Compliance Visitations
Brian Gault

California Education Code Section 1240 requires the county superintendent visit schools identified in our county and report to you the results of the visit. This report primarily concerns the visit to Gray Avenue, Park Avenue, Yuba City High School, East Nicolaus High School and CAVA at Sutter.

10.0 Business Services Report

- 10.1 Monthly Financial Report – October 2022 – Nic Hoogeveen
- 10.2 Donations – Ron Sherrod
- 10.3 Investment Report – August 2022 – Ron Sherrod
- 10.4 Quarterly Facilities Update – James Peters

11.0 Revisions to Board Policies – Second Reading

Ron Sherrod **[Action Item]**

The following Board Policies and Administrative Regulations are presented to the Board for a second reading and Board approval.

- AR 3270 – Sale and Disposal of Books, Equipment and Supplies
- BP 3280- Sale or Lease of County-Owned Real Property
- BP 3290 – Gifts, Grants and Bequests
- AR 3311 – Bids
- BP 3311 – Bids
- AR 3260 – Fees and Charges
- BP 3260 – Fees and Charges

12.0 Items from the Superintendent/Board

13.0 Adjournment

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board Meeting room, to access written documents being discussed at the Board Meeting, or to otherwise participate at Board Meetings, please contact the Superintendent's Office at 530-822-2900 for assistance. Notification at least 48 hours prior to the meeting will enable the Superintendent's Office to make reasonable arrangements to ensure accessibility to the Board Meeting and to provide any required accommodations, auxiliary aids or services.

All Open Session Agenda related documents, including materials distributed less than 72 hours prior to the scheduled meeting, are available to the public for viewing at the Sutter County Superintendent of Schools Office located at 970 Klamath Lane, Yuba City, CA 95993.

Agenda Item No. 5.0

BOARD AGENDA ITEM: Approve Minutes of the October 12, 2022, Regular Board Meeting

BOARD MEETING DATE: November 9, 2022

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

☒ Action

Maggie Nicoletti

☐ Reports/Presentation

SUBMITTED BY:

☐ Information

Tom Reusser

☐ Public Hearing

PRESENTING TO BOARD:

☐ Other (specify)

Tom Reusser

BACKGROUND AND SUMMARY INFORMATION:

The minutes of the regular meeting of the Sutter County Board of Education held October 12, 2022, are presented for approval.

Unapproved
SUTTER COUNTY BOARD OF EDUCATION MINUTES
Regular Meeting
October 12, 2022

1.0 Call to Order

A regular meeting of the Sutter County Board of Education was called to order by President McJunkin, 5:30 p.m., October 12, 2022, at the Sutter County Superintendent of Schools Office, 970 Klamath Lane, Yuba City, California.

2.0 Pledge of Allegiance

The Pledge of Allegiance was led by Victoria Lachance.

3.0 Roll call of Members

June McJunkin, President – Present
Victoria Lachance, Vice President – Present
Jim Richmond, Member – Present
Harjit Singh, Member – Present
Trustee Area 1 - Vacant

Tom Reusser – Ex-Officio Secretary – Present

Staff Members Present: Ron Sherrod, Nic Hoogeveen, Brian Gault, Joe Hendrix, James Peters, Kathy Mercier and Maggie Nicoletti

4.0 Items of Public Interest to come to the attention of the Board

The meeting was opened in memory of Eric Pomeroy, Assistant Superintendent of Adult and Career Education, for SCSOS. Eric tragically passed away as a result of a traffic accident on October 8, 2022.

Miguel Corona, Information Technology Technician for Yuba City Unified School District, spoke on behalf of CSEA. He stated he was a CSEA member and was representing CSEA and the public. Mr. Corona asked the Board to follow Yuba City Unified School Board's recommendation and deny the New Pacific School – Yuba City petition. He presented reasons to the Board why they should deny the petition.

5.0 Approve the Minutes of the September 14, 2022, Regular Meeting

A motion was made to approve the minutes of the September 14, 2022, Regular Meeting of the Sutter County Board of Education.

Motion: Lachance *Seconded:* Singh
Action: Motion Carried
Ayes: 4 (Lachance, Richmond, McJunkin and Singh)
Noes: 0
Absent: 0 *Abstain:* 0

6.0 Human Resources Department Presentation

Kathy Mercier, Human Resources Director, gave an overview of the responsibilities and functions of the Human Resources Department.

7.0 Public Hearing – New Pacific School Yuba City Appeal of the Yuba City Unified School District’s Denial of the Charter Petition

President McJunkin declared the Public Hearing open at 5:41. p.m.

The following members of the audience expressed their support for the New Pacific School – Yuba City:

- Heather Pena, Tri-Counties Bank
- Heather Marshall, Director of Sutter Peak Charter School
- Christine Ziccardi, Academic Counselor for Sutter Peak Charter School

The following members of the audience expressed their non-support for the New Pacific School – Yuba City

- Carl Knorr, Yuba City Teachers Association

Dr. Paul Keefer, Executive Director of Pacific Charter Institute, gave a brief bio of himself and presented a PowerPoint – an overview of the school outlining the Pacific Charter Institute, how the school is unique and community engagement. Founding Principal, Nancy Bean, continued with the PowerPoint after giving the Board a brief bio of her career.

Dr. Keefer closed the PowerPoint and showed a video highlighting the New Pacific School - Roseville.

Joe Hendrix stated the Board desires everyone has equal time and asked for additional input.

There being no further public comments, President McJunkin declared the meeting closed at 6:14 p.m.

8.0 Set Time, Date and Place for Board Study Session

A motion was made to set November 15, 2022, 12:00 p.m., Board Room, as the time, date and place for the Board Study Session.

Motion: Richmond *Seconded:* Lachance
Action: Motion Carried
Ayes: 4 (Lachance, Singh, Richmond and McJunkin)
Noes: 0
Absent: 0 *Abstain:* 0

9.0 Adopt Resolution Number 22-23-II GANN Limit Resolution

Nic Hooegeveen presented Resolution No. 22-23-II to the Board for approval to certify the appropriations in the adopted budget do not exceed the limitations imposed by Article XIII B of the California Constitution commonly known as the GANN Amendment. This is brought to the Board on an annual basis. Excess revenue is returned to the taxpayers or put in to Prop 98.

A motion was made to adopt Resolution Number 22-23-II GANN Limit.

Roll call vote: Singh, aye; Lachance, aye; Richmond, aye; and McJunkin, aye.

Motion: Richmond *Seconded:* Singh
Action: Motion Carried
Ayes: 4 (Lachance, Singh, Richmond and McJunkin)
Noes: 0
Absent: 0 *Abstain:* 0

10.0 Presentation of the 2021-2022 Unaudited Actuals Financial Report

Nic reviewed the 2021-2022 Unaudited Actuals Financial Report, including details of expenditures, revenue, and ending fund balance with the Board.

11.0 Business Services Report

11.1 Monthly Financial Report – September 2022

Nic reviewed the September Monthly Financial Report for the period of August 16 – September 15, 2022, with the Board and referenced pertinent information.

11.2 Facilities Update

James reported the RFQs were closed on September 30th; so far we have received one from Hilbers, Inc. James is planning to interview next

Thursday, October 20th. The interviews will be approximately two hours and will allow the organizations to give a presentation as well. If they make it through this process, it will come to the Board for approval. James stated that HVAC assessments are coming up for Shady Creek and have already been done for FRA and Klamath.

12.0 2022-23 Consolidated Application – Spring Release

Nic reviewed the application with the Board and stated it is an annual item that comes to the Board; however, COVID pushed this back per CDE. Program entitlements are determined by formulas contained in the laws that created the programs.

A motion was made to approve the 2022-23 Consolidated Application – Spring Release.

<i>Motion:</i>	Richmond	<i>Seconded:</i> Singh
<i>Action:</i>	Motion Carried	
<i>Ayes:</i>	4 (Lachance, Singh, Richmond and McJunkin)	
<i>Noes:</i>	0	
<i>Absent:</i>	0	<i>Abstain:</i> 0

13.0 Approve Resolution 22-23-III Funding for CalSHAPE Grant, AB 841

James stated there was a lot of concern for maintenance of Heating, Ventilation and Air Condition (HVAC) schools during COVID and this grant was only offered to underserved schools. That has now changed. Some of our equipment is old and hopefully the next step of this grant is that it will be approved and we will receive funding.

A motion was made to adopt Resolution Number 22-23-III Funding for CalSHAPE Grant, AB 841.

Roll call vote: Singh, aye; Lachance, aye; Richmond, aye; and McJunkin, aye.

<i>Motion:</i>	Singh	<i>Seconded:</i> Lachance
<i>Action:</i>	Motion Carried	
<i>Ayes:</i>	4 (Lachance, Singh, Richmond and McJunkin)	
<i>Noes:</i>	0	
<i>Absent:</i>	0	<i>Abstain:</i> 0

14.0 Revision of Superintendent/Board Policy and Administrative Regulation 6158 Independent Study – Second Reading

Brian stated that suggested revisions from the first reading were made to the policy and administrative regulation.

A motion was made to approve the revisions to Superintendent/Board Policy and Administrative Regulation 6158 Independent Study.

<i>Motion:</i>	Lachance	<i>Seconded:</i>	Richmond
<i>Action:</i>	Motion Carried		
<i>Ayes:</i>	4 (Lachance, Singh, Richmond and McJunkin)		
<i>Noes:</i>	0		
<i>Absent:</i>	0	<i>Abstain:</i>	0

15.0 Revisions to Board Policies – Second Reading

- BP 3100 – Budget
- BP/AR 3100 Budget
- BP 3110 – Transfer of Funds

Ron stated that the suggested revisions from the first reading were made to the policies and administrative regulation.

A motion was made to approve BP 3100, BP/AR 3100 and BP 3110 with one minor correction.

<i>Motion:</i>	Richmond	<i>Seconded:</i>	Lachance
<i>Action:</i>	Motion Carried		
<i>Ayes:</i>	4 (Lachance, Singh, Richmond and McJunkin)		
<i>Noes:</i>	0		
<i>Absent:</i>	0	<i>Abstain:</i>	0

16.0 Revisions to Board Policies – First Reading

- AR 3270 – Sale and Disposal of Books, Equipment and Supplies
- BP 3280 – Sale or Lease of County Owned Real Property
- BP 3290 – Gifts, Grants and Bequests
- AR 3311 – Bids
- BP 3311 – Bids
- AR 3260 – Fees and Charges

- BP 3260 – Fees and Charges

Ron reviewed the revisions made to the policies and administrative regulations with the Board. Changes to the revisions were suggested by the Board. Ron will make the suggested changes prior to bringing the policies and administrative regulations back to the Board for a second reading.

17.0 Items from the Superintendent/Board

Superintendent Reusser stated with the passing of Eric Pomeroy, the last two days have not been the best. A candlelight vigil will be held tomorrow night at Gauche Aquatic Park in Eric's honor and Rolling Stone Pizza is hosting a Slice of Respect tomorrow and donating all the proceeds from the sale of one hundred pizzas to Eric's family. The minimum cost of the pizza is twenty dollars but we are hoping that everyone pays more. The date of the service has not been set yet. Adventure Church, where Eric attended, is signing people up to participate in providing food to the family.

18.0 Adjournment

A motion was made to adjourn the meeting in Eric Pomeroy's honor at 7:21 p.m.

<i>Motion:</i>	Singh	<i>Seconded:</i> Richmond
<i>Action:</i>	Motion Carried	
<i>Ayes:</i>	4 (Lachance, Singh, Richmond and McJunkin)	
<i>Noes:</i>	0	
<i>Absent:</i>	0	<i>Abstain:</i> 0

Agenda Item No. 6.0

BOARD AGENDA ITEM: Set Date, Time and Place for Annual Organizational Meeting

BOARD MEETING DATE: November 9, 2022

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

✓ Action

Maggie Nicoletti

 Reports/Presentation

SUBMITTED BY:

 Information

Tom Reusser

 Public Hearing

PRESENTING TO BOARD:

 Other (specify)

Tom Reusser

BACKGROUND AND SUMMARY INFORMATION:

It is required the Board establish a date for their Annual Organizational Meeting at the November Board Meeting. Per Ed Code §1009, the date this meeting must take place is on or after the second Friday in December.

Agenda Item No. 7.0

BOARD AGENDA ITEM: Student Support and Outreach Department Presentation

BOARD MEETING DATE: November 9, 2022

AGENDA ITEM SUBMITTED FOR:

☐ Action

☐ Reports/Presentation

☒ Information

☐ Public Hearing

☐ Other (specify)

PREPARED BY:

Virginia Burns

SUBMITTED BY:

Virginia Burns

PRESENTING TO BOARD:

Virginia Burns

BACKGROUND AND SUMMARY INFORMATION:

Virginia Burns, Student Support and Outreach Director, will present a department overview to the Board.

Agenda Item No. 8.0

BOARD AGENDA ITEM: Quarterly Report on Williams/ Uniform Complaints

BOARD MEETING DATE: November 9, 2022

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

 Action

Kristi Johnson

 X Reports/Presentation

SUBMITTED BY:

 Information

Kristi Johnson

 Public Hearing

PRESENTING TO BOARD:

 Other (specify)

Brian Gault

BACKGROUND AND SUMMARY INFORMATION:

As per California Education Code Section 35186 the county superintendent reports on the number and nature of complaints filed for:

- 1) Textbooks and instructional materials
- 2) Teacher vacancies or mis-assignments
- 3) Facilities and conditions

Yuba City Unified was the only district which had a complaint filed during the period of July 2022 through September 2022 regarding textbooks and instructional materials and teacher vacancies or mis-assignments. Both complains were resolved.



970 Klamath Lane
Yuba City, CA 95993
PHONE: (530) 822-2933
FAX: (530) 822-3085

QUARTERLY REPORT ON WILLIAMS/VALENZUELA UNIFORM COMPLAINTS

(Education Code § 35186)

District: Sutter County Superintendent of Schools
Person completing this form: Brian Gault
Title: Assistant Superintendent, Educational Services

The Quarterly Report will be submitted at the Sutter County Superintendent of School's Board Meeting on November 9, 2022 for the reporting months of July, August, and September 2022.

Please indicate the date this information will be reported publicly at your District's governing board meeting: November 9, 2022

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total Number of Complaints	Number Resolved	Number Unresolved
Textbooks & Instructional Materials	0		
Teacher Vacancies or Misassignments	0		
Facilities/Conditions	0		
TOTALS	0		

Tom Reusser

PRINT NAME OF DISTRICT SUPERINTENDENT

SIGNATURE OF DISTRICT SUPERINTENDENT

BOARD AGENDA ITEM: Williams Compliance Visitations

BOARD MEETING DATE: November 9, 2022

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

 Action

Kristi Johnson

 X Reports/Presentation

SUBMITTED BY:

 Information

Kristi Johnson

 Public Hearing

PRESENTING TO BOARD:

 Other (specify)

Brian Gault

BACKGROUND AND SUMMARY INFORMATION:

California Education Code Section 1240 Williams Legislation requires the county superintendent visit schools identified in our county and report to you the results of the visit. This report primarily concerns the visit to Gray Avenue, Park Avenue, Yuba City High School (YCUSD), East Nicolaus High School (ENJUHSD), and CAVA at Sutter (Authorized by Meridian Elementary School District).

Assembly Bill (AB) 599 (Chapter 668, Statutes of 2021) revised Section 1240 and requires the State Superintendent of Public Instruction (SPI) to identify the list of Williams-monitored schools (including charter schools) beginning with the 2021-22 fiscal year, again in 2022-23 fiscal year, and then every three fiscal years thereafter, during the same fiscal year that schools are identified for comprehensive support and improvement or additional targeted support and improvement pursuant to Every Student Succeeds Act (Public Law 114-95) or identified as low performing under the federal Elementary and Secondary Education Act of 1965 (Public Law 89-10). The list of schools will be compiled as follows:

- All schools (excluding Dashboard Alternative School Status (DASS) schools) identified for comprehensive support and improvement and additional targeted support and improvement pursuant to the federal Every Student Succeeds Act (Public Law 114-95).
- All schools where 15 percent or more of the teachers are holders of any authorization that is a lesser certification than a preliminary or clear California teacher credential.
- The list of schools excludes alternative schools defined in Section 52052(d) and other schools accepted for participation in the DASS program.

Sutter County Superintendent of Schools Board Meeting

November 9, 2022

Williams Compliance

California *Education Code* Section 1240 requires that I visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide, for submission to your governing board at a regularly scheduled November meeting, the annual report for fiscal year 2022-2023 as required by *Education Code* section 1240(c)(2)(A)(i) pursuant to the Williams Settlement. This report presents the results of my visits and reviews at Gray Avenue, Park Avenue, Yuba City High School, East Nicolaus High School, and California Virtual Academy at Sutter.

The purpose of my visit(s) as specified in California Education Code 1240 was to:

1. Determine if students have “sufficient” standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science (including science laboratory equipment in grades 9-12) and, as appropriate, in world languages and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff”; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”

The law further requires that the county superintendent:

1. Annually monitor and review teacher misassignments and teacher vacancies;
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure; and¹
3. Review audit exceptions under expanded authority in the areas of use of instructional materials program funds, teacher misassignments, and information reported on the school accountability report card and determine whether the exceptions are either corrected or an acceptable plan of correction has been developed.

¹ Not applicable for charter schools

While the Uniform Complaint data and audit findings are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding of the environment in which <Name of School(s)> <is/are> functioning.

Before proceeding with the report, let me define some basic terms:

- “Sufficient textbooks or instructional materials” means each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an “emergency or urgent threat” is a “condition that poses a threat to the health or safety of pupils or staff while at school.” [Note: this definition and quote is drawn from EC 17592.72(c)(1) because it is incorporated by reference in EC 1240(c)(2)(E)(ii).]
- “Good repair” means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

See the attached reports for my findings:

September 6, 2022 - Gray Avenue

September 7, 2022 - Park Avenue and East Nicolaus High School


September 8, 2022 - Yuba City High School

September 21, 2022 - California Virtual Academy at Sutter

The visits took place within the first four weeks of school as stipulated by the Williams Settlement.


Assistant Superintendent, Educational Services

10-27-22
Date


County Superintendent

10-27-22
Date

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR YUBA CITY UNIFIED SCHOOL DISTRICT
2022-2023 FISCAL YEAR

This report summarizes the results of the Williams Site Visits and documentation for the 2022-23 school year.

INSTRUCTIONAL MATERIALS:

Schools were reviewed for sufficient textbooks and instructional materials** as noted below:

School	Review Date	# of Classrooms Visited	Subject/ Course	Textbook/Instructional Materials Needed	Grade	Period	Room #	# of Material Missing	Corrected on
Gray Avenue	9/6/2022	10	ELA/ELD, Math, HSS, Science	N/A	6-8	6	Varied	0	N/A
Park Avenue	9/7/2022	6	ELA/ELD, Math, HSS, Science	N/A	K-5	-	Varied	0	N/A
Yuba City High School	9/8/2022	15	ELA/ELD, Math, HSS, Science, Foreign Language	N/A	9-12	2	Varied	0	N/A

* Unannounced school(s)

***Sufficient textbooks and instructional materials” means each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the four core areas (including science laboratory equipment in grades 9-12) as well as, for middle and high school, in world language and health.

SCHOOL FACILITIES:

Schools were reviewed for condition of facilities, whether they were in “good repair”* or pose an “emergency”** as noted below:

School	Review Date	Room/ Area	Facility Deficiencies Identified	Emergency	Correction/ Action Taken	Corrected On
Gray Avenue	9/6/2022	29 spaces	SS1 - Damaged/warped ceiling tiles 19 - Rust stains on the counter by the sink		Reported to Maintenance	in progress
Park Avenue	9/6/2022	30 spaces	8 - cracked light diffuser lens Boys Restroom - impact damage on urinal		Reported to Maintenance	in progress
Yuba City High School	9/8/2022	28 spaces	123 - Damaged ceiling tile 118 - Damaged ceiling tile		Reported to Maintenance	in progress

***Good repair” means the facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

** “Emergency condition” means a facility condition that poses a threat to the health or safety of pupils or staff while at school.

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR YUBA CITY UNIFIED SCHOOL DISTRICT
2022-2023 FISCAL YEAR

SCHOOL ACCOUNTABILITY REPORT CARD (SARC):

The 2020-2021 School Accountability Report Cards (SARC) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including “good repair”:

School	SARC Review Date	Instructional Materials Discrepancies	Facility Conditions Discrepancies
Gray Avenue	9/6/2022	NONE	NONE
Park Avenue	9/7/2022	NONE	NONE
Yuba City High School	9/8/2022	NONE	NONE

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR YUBA CITY UNIFIED SCHOOL DISTRICT
2022-2023 FISCAL YEAR

TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:

The results of teacher misassignments* and teacher vacancy** reviews for the following schools were:

(Note: The annual report will include the teacher misassignments and vacancies reported through CalSAAS annually. The quarterly reports will include the misassignments and vacancies identified upon completion of an annual review.

Schools	Gray Ave	Park Ave	YCHS
Number of overall misassignments for the 2022-23 (Based on Census Date) ¹	0	0	0
Number of misassignments that were corrected within 30 calendar days (Based on Census Date)	0	0	0
Number of classes in which the teacher was lacking the appropriate authorization and training to teach English Learners and 20% or more of students were English learners (Based on Census Date) ²	0	0	3
Number of Teacher Vacancies for the 2020-21 (Based on SARC Data) ³	1	0	0

¹ Overall misassignments includes both corrected and uncorrected misassignments (including vacancies) determined during the CalSAAS review based on Census date.

² Due to the revised monitoring process through CalSAAS, clarification is needed from CDE regarding whether the manual data collection of the number of English learner related misassignments involving classes in which 20% or more of the students are English learners is still required for the purposes of Williams reporting to CTC. The CalSAAS program does not currently collect or report this data. (Former CCSESA Guidance: [Outline of Process for Teacher Assignment Monitoring](#) and [Teacher Assignment Monitoring and Review Sample Templates](#))

³ Due to revisions within E.C. 44258.9 and the implementation of the CalSAAS program in 2019/20, assignment monitoring exceptions are reviewed within the CalSAAS program based on certificated assignments as of Census Date (first Wednesday in October). This data is reported by LEAs to CDE through CALPADS. Vacancies reported on the SARC follow C.C. R. Title 5 section 4600(b) and are based on vacancies that are not filled within the first 20 business days of the semester-long course. Assignments determined as vacancies during the annual assignment monitoring process utilizing the CalSAAS program are based on vacant positions on Census Date. Clarification is needed from CDE regarding which vacancy data (Census or SARC data) should be used for Williams reporting purposes. Pending clarification, there has been continued use of the SARC vacancy data.

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR YUBA CITY UNIFIED SCHOOL DISTRICT
2022-2023 FISCAL YEAR

Number of Teacher Vacancies Filled in the 2020-21 (Based on SARC Data)	0	0	0
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*“Misassignment” means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. [E.C. 35186(h)(2)]. More than one misassignment may be identified within a certificated assignment (e.g., a special education teacher lacking authorization for potentially more than one disability). English learners (EL) misassignments are one per teacher of record and included in the total of misassignments.

**“Teacher vacancy” means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. [E.C. Section 35186(h)(3) and C.C.R. Title 5 Section 4600(b)]

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR EAST NICOLAUS JOINT UNION SCHOOL DISTRICT
2022-2023 FISCAL YEAR

This report summarizes the results of the Williams Site Visits and documentation for the 2022-23 school year.

INSTRUCTIONAL MATERIALS:

Schools were reviewed for sufficient textbooks and instructional materials** as noted below:

School	Review Date	# of Classrooms Visited	Subject/ Course	Textbook/Instructional Materials Needed	Grade	Period	Room #	# of Material Missing	Corrected on
East Nicolaus High School	9/7/2022	6	ELA/ELD, Math, HSS, Science	N/A	9-12	6	Varied	0	N/A

* Unannounced school(s)

***Sufficient textbooks and instructional materials” means each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the four core areas (including science laboratory equipment in grades 9-12) as well as, for middle and high school, in world language and health.

SCHOOL FACILITIES:

Schools were reviewed for condition of facilities, whether they were in “good repair”* or pose an “emergency”** as noted below:

School	Review Date	Room/ Area	Facility Deficiencies Identified	Emergency	Correction/ Action Taken	Corrected On
East Nicolaus High School	9/6/2022	17 spaces	Boy’s Locker Room - Floors need deep cleaning 208- Sink Basins need deep cleaning		Reported to Maintenance	in progress

*“Good repair” means the facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

** “Emergency condition” means a facility condition that poses a threat to the health or safety of pupils or staff while at school.

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR EAST NICOLAUS JOINT UNION SCHOOL DISTRICT
2022-2023 FISCAL YEAR

SCHOOL ACCOUNTABILITY REPORT CARD (SARC):

The 2020-2021 School Accountability Report Cards (SARC) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including “good repair”:

School	SARC Review Date	Instructional Materials Discrepancies	Facility Conditions Discrepancies
East Nicolaus High School	9/7/2022	Specific Instructional Materials are not listed	NONE

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR EAST NICOLAUS JOINT UNION SCHOOL DISTRICT
2022-2023 FISCAL YEAR

TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:

The results of teacher misassignments* and teacher vacancy** reviews for the following schools were:

(Note: The annual report will include the teacher misassignments and vacancies reported through CalSAAS annually. The quarterly reports will include the misassignments and vacancies identified upon completion of an annual review.

Schools	ENHS
Number of overall misassignments for the 2022-23 (Based on Census Date) ¹	0
Number of misassignments that were corrected within 30 calendar days (Based on Census Date)	0
Number of classes in which the teacher was lacking the appropriate authorization and training to teach English Learners and 20% or more of students were English learners (Based on Census Date) ²	3
Number of Teacher Vacancies for the 2020-21 (Based on SARC Data) ³	0
Number of Teacher Vacancies Filled in the 2020-21 (Based on SARC Data)	0

¹ Overall misassignments includes both corrected and uncorrected misassignments (including vacancies) determined during the CalSAAS review based on Census date.

² Due to the revised monitoring process through CalSAAS, clarification is needed from CDE regarding whether the manual data collection of the number of English learner related misassignments involving classes in which 20% or more of the students are English learners is still required for the purposes of Williams reporting to CTC. The CalSAAS program does not currently collect or report this data. (Former CCSESA Guidance: [Outline of Process for Teacher Assignment Monitoring](#) and [Teacher Assignment Monitoring and Review Sample Templates](#))

³ Due to revisions within E.C. 44258.9 and the implementation of the CalSAAS program in 2019/20, assignment monitoring exceptions are reviewed within the CalSAAS program based on certificated assignments as of Census Date (first Wednesday in October). This data is reported by LEAs to CDE through CALPADS. Vacancies reported on the SARC follow C.C. R. Title 5 section 4600(b) and are based on vacancies that are not filled within the first 20 business days of the semester-long course. Assignments determined as vacancies during the annual assignment monitoring process utilizing the CalSAAS program are based on vacant positions on Census Date. Clarification is needed from CDE regarding which vacancy data (Census or SARC data) should be used for Williams reporting purposes. Pending clarification, there has been continued use of the SARC vacancy data.

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR EAST NICOLAUS JOINT UNION SCHOOL DISTRICT
2022-2023 FISCAL YEAR

*“Misassignment” means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. [E.C. 35186(h)(2)]. More than one misassignment may be identified within a certificated assignment (e.g., a special education teacher lacking authorization for potentially more than one disability). English learners (EL) misassignments are one per teacher of record and included in the total of misassignments.

**“Teacher vacancy” means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. [E.C. Section 35186(h)(3) and C.C.R. Title 5 Section 4600(b)]

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR CALIFORNIA VIRTUAL ACADEMY AT SUTTER
2022-2023 FISCAL YEAR

This report summarizes the results of the Williams Site Visits and documentation for the 2022-23 school year.

INSTRUCTIONAL MATERIALS:

Schools were reviewed for sufficient textbooks and instructional materials** as noted below:

School	Review Date	# of Classrooms Visited	Subject/ Course	Textbook/Instructional Materials Needed	Grade	Period	Room #	# of Material Missing	Corrected on
CAVA at Sutter	9/21/2022	Virtual	ELA/ELD, Math, HSS, Science	N/A	K-12	6	Varied	0	N/A

* Unannounced school(s)

***Sufficient textbooks and instructional materials” means each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the four core areas (including science laboratory equipment in grades 9-12) as well as, for middle and high school, in world language and health.

SCHOOL FACILITIES:

Schools were reviewed for condition of facilities, whether they were in “good repair”* or pose an “emergency”** as noted below:

School	Review Date	Room/ Area	Facility Deficiencies Identified	Emergency	Correction/ Action Taken	Corrected On
CAVA at Sutter	9/29/2022	3 spaces	N/A		N/A	N/A

**Good repair” means the facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

** “Emergency condition” means a facility condition that poses a threat to the health or safety of pupils or staff while at school.

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR CALIFORNIA VIRTUAL ACADEMY AT SUTTER
2022-2023 FISCAL YEAR

SCHOOL ACCOUNTABILITY REPORT CARD (SARC):

The 2020-2021 School Accountability Report Cards (SARC) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including “good repair”:

School	SARC Review Date	Instructional Materials Discrepancies	Facility Conditions Discrepancies
CAVA at Sutter	9/21/2022	NONE	NONE

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR CALIFORNIA VIRTUAL ACADEMY AT SUTTER
2022-2023 FISCAL YEAR

TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:

The results of teacher misassignments* and teacher vacancy** reviews for the following schools were:

(Note: The annual report will include the teacher misassignments and vacancies reported through CalSAAS annually. The quarterly reports will include the misassignments and vacancies identified upon completion of an annual review.

Schools	ENHS
Number of overall misassignments for the 2022-23 (Based on Census Date) ¹	0
Number of misassignments that were corrected within 30 calendar days (Based on Census Date)	0
Number of classes in which the teacher was lacking the appropriate authorization and training to teach English Learners and 20% or more of students were English learners (Based on Census Date) ²	1
Number of Teacher Vacancies for the 2020-21 (Based on SARC Data) ³	0

¹ Overall misassignments includes both corrected and uncorrected misassignments (including vacancies) determined during the CalSAAS review based on Census date.

² Due to the revised monitoring process through CalSAAS, clarification is needed from CDE regarding whether the manual data collection of the number of English learner related misassignments involving classes in which 20% or more of the students are English learners is still required for the purposes of Williams reporting to CTC. The CalSAAS program does not currently collect or report this data. (Former CCSESA Guidance: [Outline of Process for Teacher Assignment Monitoring](#) and [Teacher Assignment Monitoring and Review Sample Templates](#))

³ Due to revisions within E.C. 44258.9 and the implementation of the CalSAAS program in 2019/20, assignment monitoring exceptions are reviewed within the CalSAAS program based on certificated assignments as of Census Date (first Wednesday in October). This data is reported by LEAs to CDE through CALPADS. Vacancies reported on the SARC follow C.C. R. Title 5 section 4600(b) and are based on vacancies that are not filled within the first 20 business days of the semester-long course. Assignments determined as vacancies during the annual assignment monitoring process utilizing the CalSAAS program are based on vacant positions on Census Date. Clarification is needed from CDE regarding which vacancy data (Census or SARC data) should be used for Williams reporting purposes. Pending clarification, there has been continued use of the SARC vacancy data.

Sutter County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR CALIFORNIA VIRTUAL ACADEMY AT SUTTER
2022-2023 FISCAL YEAR

Number of Teacher Vacancies Filled in the 2020-21 (Based on SARC Data)

0

*“Misassignment” means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. [E.C. 35186(h)(2)]. More than one misassignment may be identified within a certificated assignment (e.g., a special education teacher lacking authorization for potentially more than one disability). English learners (EL) misassignments are one per teacher of record and included in the total of misassignments.

**“Teacher vacancy” means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. [E.C. Section 35186(h)(3) and C.C.R. Title 5 Section 4600(b)]

Agenda Item No. 10.1

BOARD AGENDA ITEM: Business Services Report

BOARD MEETING DATE: November 9, 2022

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

 Action

Nic Hoogeveen

 Reports/Presentation

SUBMITTED BY:

 X Information

Nic Hoogeveen

 Public Hearing

PRESENTING TO BOARD:

 Other (specify)

Nic Hoogeveen

BACKGROUND AND SUMMARY INFORMATION:

The monthly financial report for October will be reviewed.

Summary Report of Revenues, Expenditures and Changes in Fund Balance (Unrestricted and Restricted Combined)

October 2022

09/16/22-10/15/22

Description	Account Codes	Original Budget	Operating Budget	Actuals to Date	Projected Yr Totals	Difference (Col D - B)	2022-23 % Actuals as a % of Budget
		7/1/22 (A)	9/15/22 (B)	10/15/22 (C)	10/15/22 (D)	(E)	
A. Revenues							
1. Local Control Funding Formula	8010-8099	\$ 9,778,465	\$ 9,778,465	\$ 1,630,016	\$ 9,778,465	-	A 16.7%
2. Federal Revenues	8100-8299	\$ 4,895,206	\$ 5,234,182	\$ 428,277	\$ 5,555,958	321,776	B 8.2%
3. Other State Revenues	8300-8599	\$ 14,004,106	\$ 14,287,908	\$ 2,821,866	\$ 14,313,545	25,637	C 19.8%
4. Other Local Revenues	8600-8799	\$ 12,255,528	\$ 12,004,562	\$ 1,228,654	\$ 11,951,958	(52,604)	D 10.2%
5. TOTAL REVENUES		\$ 40,933,305	\$ 41,305,117	\$ 6,108,813	\$ 41,599,926	\$ 294,809	14.7%
B. Expenditures							
1. Certificated Salaries	1000-1999	\$ 9,388,755	\$ 9,358,658	\$ 1,808,540	\$ 9,306,142	(52,516)	E 19.3%
2. Classified Salaries	2000-2999	\$ 11,149,653	\$ 11,273,355	\$ 2,472,807	\$ 11,241,154	(32,201)	F 21.9%
3. Employee Benefits	3000-3999	\$ 9,588,122	\$ 9,615,917	\$ 1,775,523	\$ 9,580,628	(35,289)	G 18.5%
4. Books and Supplies	4000-4999	\$ 1,075,493	\$ 1,237,427	\$ 268,793	\$ 1,306,199	68,772	H 21.7%
5. Services, Other Operation	5000-5999	\$ 5,944,845	\$ 6,321,648	\$ 1,652,239	\$ 6,787,002	465,354	I 26.1%
6. Capital Outlay	6000-6999	\$ 511,989	\$ 692,420	\$ 226,188	\$ 835,652	143,232	J 32.7%
7. Other Outgo	7100-7299	\$ 467,846	\$ 444,088	\$ 139,772	\$ 444,088	-	K 31.5%
8. Direct Support/Indirect	7300-7399	\$ (116,949)	\$ (116,949)	\$ (15,422)	\$ (116,949)	-	L 13.2%
9. Debt Service	7400-7499	\$ -	\$ -	\$ -	\$ -	-	M 0.0%
10. TOTAL EXPENDITURES		\$ 38,009,754	\$ 38,826,564	\$ 8,328,440	\$ 39,383,916	557,352	21.5%
C. Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources and Uses (A5-B10)							
		\$ 2,923,551	\$ 2,478,553	\$ (2,219,627)	\$ 2,216,010	\$ (262,543)	-100.2%
D. Other Financing Sources/Uses							
1. Transfers In	8910-8979	\$ 50,000	\$ 54,357	\$ -	\$ 54,357	-	N 0.0%
2. Transfer Out	7610-7629	\$ 2,589,923	\$ 2,589,923	\$ -	\$ 2,589,923	-	O 0.0%
3. Contributions	8980-8999	\$ -	\$ -	\$ -	\$ -	-	P 0.0%
Total, Other Fin Sources/Uses		\$ (2,539,923)	\$ (2,535,566)	\$ -	\$ (2,535,566)	\$ -	0.0%
E. Net Change to Fund Balance							
		\$ 383,628	\$ (57,013)	\$ (2,219,627)	\$ (319,556)	\$ (262,543)	
F. Fund Balance (Fund 01 only)							
1. Beginning Balance		\$ 16,969,611	\$ 16,969,611	\$ 16,969,611	\$ 16,969,611	-	
2. Adjustments/Restatements		\$ -	\$ -	\$ -	\$ -	-	
Ending Balance		\$ 17,353,239	\$ 16,912,598	\$ 14,749,984	\$ 16,650,055	\$ (262,543)	
G. Components of Ending Fund Balance							
Designated Amounts	9711-9730	\$ 10,500	\$ 10,500		\$ 10,500	\$ -	
Legally Restricted	9740-9760	\$ 5,721,404	\$ 4,466,139		\$ 4,425,237	\$ -	
Assigned	9780	\$ 9,591,351	\$ 10,365,135		\$ 10,115,626	\$ -	
Restricted Economic Uncertainty	9789	\$ 2,029,984	\$ 2,070,824		\$ 2,098,692	\$ -	
Unassigned/Unappropriated	9790	\$ -	\$ -		\$ -	\$ -	

Explanation of Differences
Net Change in Current Year Budget September Board Report
09/16/22-10/15/22

	<u>Amount</u>	<u>Explanation of Differences</u>
A <u>Local Control Funding Formula (8010-8099)</u>		
	<u>\$ -</u>	
B <u>Federal Revenues (8100-8299)</u>		
County Office	\$ 154,029	Establish budget for Elementary and Secondary School Emergency Relief ESSER II remaining funds and update ESSER III budget based on plan
Curriculum, Instruction, and Accountability (CIA)	\$ 28,769	Update ESSER III budget based on prior year unspent
Student Support and Outreach (SSO)	\$ 116,849	Establish budget for unspent ESSER III funds
Feather River Academy (FRA)	\$ 395	Update ESSER III budget based on plan
Pathways Charter Academy	\$ 6,812	Establish budget for ESSER II for purchase of 20 Chromebooks and cart
Special Education Local Plan Area (SELPA)	\$ 14,922	Establish Alternative Dispute Resolution revenue for 21-22 unspent funds and 22-23 grant award
	<u>\$ 321,776</u>	
C <u>Other State Revenues (8300-8599)</u>		
Student Support and Outreach (SSO)	\$ (47,845)	Decrease revenue to align to AB 130 Foster Youth Grant Award
Special Education Local Plan Area (SELPA)	\$ 73,482	Establish budget for 21-22 Infant Discretionary Funds
	<u>\$ 25,637</u>	
D <u>Other Local Revenues (8600-8799)</u>		
Special Education	\$ (94,628)	Adjust billback revenue to current 1:1 student services
Curriculum, Instruction, and Accountability (CIA)	\$ 10,000	Establish budget for Expanded Learning Capacity Technical Assistance
Student Support and Outreach (SSO)	\$ 32,024	Align revenue to Student Behavioral Health Incentive Program (SBHIP) grant award
	<u>\$ (52,604)</u>	
E <u>Certificated Salaries (1000-1999)</u>		
Special Education	\$ 5,105	Adjust ESY based on prior year actuals; increase teacher salaries for current year
Curriculum, Instruction, and Accountability (CIA)	\$ (28,023)	Revise Differentiated Assistance budget to match staffing distribution
Student Support and Outreach (SSO)	\$ (19,994)	Adjust budget for vacant positions from July to September
Special Education Local Plan Area (SELPA)	\$ (9,604)	Adjust budget for vacant position from July to September
	<u>\$ (52,516)</u>	
F <u>Classified Salaries (2000-2999)</u>		
Special Education	\$ 958	Adjust budget based on extended school year actuals
Curriculum, Instruction, and Accountability (CIA)	\$ (4,921)	Revise Differentiated Assistance budget to match staffing distribution
Student Support and Outreach (SSO)	\$ (28,238)	Adjust budget for vacant positions from July to September
	<u>\$ (32,201)</u>	
G <u>Employee Benefits (3000-3999)</u>		
Special Education	\$ (23,742)	Adjust billback subs to current 1:1 students
Curriculum, Instruction, and Accountability (CIA)	\$ (6,431)	Revise Differentiated Assistance budget to match staffing distribution
Student Support and Outreach (SSO)	\$ (521)	Net effect of vacancies adjustments and adding health benefits
Feather River Academy (FRA)	\$ (230)	Align budget to actual benefits paid
Special Education Local Plan Area (SELPA)	\$ (4,365)	Adjust budget for vacant position from July to September
	<u>\$ (35,289)</u>	

Explanation of Differences
Net Change in Current Year Budget September Board Report
09/16/22-10/15/22

	<u>Amount</u>	<u>Explanation of Differences</u>
H <u>Books and Supplies (4000-4999)</u>		
County Office	\$ 69,074	Establish Budget for ESSER II remaining funds
Special Education	\$ 3,950	Increase budget for psychological testing materials
Curriculum, Instruction, and Accountability (CIA)	\$ (11,584)	Reduce materials and supplies for ELO-P consortium
Student Support and Outreach (SSO)	\$ 182	Updated revenue based on grant letter and expenditures based on changes
Pathways Charter Academy	\$ 6,150	Budget 20 Chromebooks and cart
Special Education Local Plan Area (SELPA)	\$ 1,000	Budget alternative dispute resolution materials and supplies
	<u><u>\$ 68,772</u></u>	
I <u>Services, Other Operations (5000-5999)</u>		
County Office	\$ 90,595	21-22 Student Data True-up and Management Information System True-Up
Special Education	\$ 157,052	Budget subcontractor for a para sub and DHH IT Interpreter
One Stop	\$ (21,027)	21-22 MIS True-Up
Curriculum, Instruction, and Accountability (CIA)	\$ 7,144	Establish services budget for Expanded Learning Capacity Technical Assistance
Student Support and Outreach (SSO)	\$ 213,774	Budget ESSER III Learning Loss to balance the resource and budget Panorama for Learning Communities for School Success Program
Shady Creek Outdoor School	\$ (507)	21-22 MIS True-Up
Tri County Induction Program (TCIP)	\$ (384)	21-22 MIS True-Up
Regional Occupation Program (ROP)	\$ (5,870)	21-22 MIS True-Up
Feather River Academy (FRA)	\$ (16,771)	Remove FRA mileage for loaned car and 21-22 MIS True-Up
Pathways Charter Academy	\$ (734)	21-22 MIS True-Up
Special Education Local Plan Area (SELPA)	\$ 42,274	Establish services for 21-22 Alternative Dispute Resolution
Medi-Cal Administrative Activities (MAA)	\$ (192)	21-22 MIS True-Up
	<u><u>\$ 465,354</u></u>	
J <u>Capital Outlay (6000-6999)</u>		
County Office	\$ 77,232	Carryover ESSER III HVAC replacement budget
Regional Occupation Program (ROP)	\$ 66,000	Establish budget for Ford F550 purchase
	<u><u>\$ 143,232</u></u>	
K <u>Other Outgo (7100 - 7299)</u>	<u><u>\$ -</u></u>	
L <u>Direct Support / Indirect (7300-7399)</u>	<u><u>\$ -</u></u>	
M <u>Debt Services (7400 - 7499)</u>	<u><u>\$ -</u></u>	
N <u>Transfers In (8910-8979)</u>	<u><u>\$ -</u></u>	
O <u>Transfers Out (7610-7629)</u>	<u><u>\$ -</u></u>	
P <u>Contributions (8980-8999)</u>	<u><u>\$ -</u></u>	
Net Change in Current Year Budget	<u><u>\$ (262,543)</u></u>	

BOARD AGENDA ITEM: Donations

BOARD MEETING DATE: November 9, 2022

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

 Action

 Maggie Navarro

 Reports/Presentation

SUBMITTED BY:

 X Information

 Ron Sherrod

 Public Hearing

PRESENTING TO BOARD:

 Other (specify)

 Ron Sherrod

BACKGROUND AND SUMMARY INFORMATION:

<u>Donor</u>	<u>Value</u>	<u>Purpose</u>
Christina Keach (Pampered Chef)	\$171.32	Class Activity

	<u>22-23 Year</u>	<u>Current Period</u>	<u>To Date</u>
Total Donations-Cash	\$4,000.00	\$171.32	\$4,171.32
Total Donations-Value	\$4,500.00	\$0.00	\$4,500.00
Total Donations	\$8,500.00	\$171.32	\$8,671.32

**SUTTER COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
GIFT AND DONATION FORM**

Donor Identification

☒ Individual

☐ Business

Donor Name: Christina Keach (Pampered Chef) Phone: ()

Address: _____ City/State: yuba City, CA Zip: _____

Business only: Position: _____

Phone: _____ Type of Business: _____

Gift or Donation: ☐ Cash ☒ Check Dollar Amount: \$ 171.32

☐ Other (List item below)

Date of Donation: Sept. 26, 2022

Intent of Gift or Donation: Class Activity

Working Condition: _____

Estimated Dollar Value \$ _____

Donated To (Site/Program): Teacher Katie Davis, Rm. 7, Riverbend ASD class

Site/Program Administrator: Colleen Davenport, Principal

Typed Name

Asst. Superintendent/Director for Dept.: Jessica Burdette, Director

Typed Name

Signature

Signature

Delivery Date: Sept. 26, 2022 Delivered By: Colleen Davenport, Princ.

Received By: Swan Miller, Special Ed Assistant

For Business Office Use Only

Deputy Superintendent of Admin Services [Signature]

Signature

Revenue Code: 01-9213-0-8699-00-0000-0000-200-512-4026-00

Review Comments: _____

Board Agenda Date: _____

Agenda Item No. 10.3

BOARD AGENDA ITEM: Investment Statements

BOARD MEETING DATE: November 9, 2022

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

 Action

Ron Sherrod

 Reports/Presentation

SUBMITTED BY:

X Information

Ron Sherrod

 Public Hearing

PRESENTING TO BOARD:

 Other (specify)

Ron Sherrod

BACKGROUND AND SUMMARY INFORMATION:

The Investment Statement as of August 31, 2022 from the County Treasurer will be presented.

Nicholas F. Valencia
Treasurer-Tax Collector



Christina N. Hernandez
Assistant Treasurer-Tax Collector

September 30, 2022

To: Sutter County Board of Supervisors

Re: Sutter County Investment Portfolio Report for August 31, 2022

Following is the Sutter County Investment Portfolio report as of August 31, 2022. The schedule includes all short-term, mid-term and long-term investments held at the conclusion of business on the final day of the month. The Sutter County Treasurer and Tax Collector is given authority over the pooled investment portfolio through Board delegation pursuant to Government Code §27000.1. Investment activities of the pooled treasury are governed by Government Code §53601 as incorporated in the Sutter County Investment Policy. Investment of the county's, school districts' and special district's surplus funds start with the objective of safety of the principle to minimize possibility losses. Following safety is the liquidity objective to provide coverage of day to day operations and to meet contingency as they arise. The final objective is earning a reasonable return or yield on the funds invested. The Sutter County Investment Policy may be found on the Treasurer's webpage at: https://www.suttercounty.org/assets/pdf/ttc/Investment_Policy_2022.pdf

As Treasurer and Tax Collector, I certify that this document reflects the government agencies' pooled investments and that all investments are in compliance with the County of Sutter Investment Policy.

The combined cash and investments in the county treasury total \$355,453,407.42 and will provide sufficient cash flow liquidity to meet estimated pooled treasury expenditures for the next six months.

Invested treasury funds total \$345,980,145 with \$49,645,633 under the management of the Local Agency Investment Fund and California Asset Management Program. The Bank of New York, which provides third-party safekeeping services to Sutter County, provides market value data. The dollar-weighted average maturity of invested funds is 1,086 days.

Investments are selected based on criteria contained in the Sutter County Investment Policy, which emphasizes safety, liquidity, yield and diversification. Therefore, the interest rates will fluctuate, and the types of investments will vary depending upon county needs and market availability on a particular day.


Respectfully submitted,

A handwritten signature in blue ink that reads "Nicholas Valencia".

Nicholas F. Valencia
Treasurer-Tax Collector

SUTTER COUNTY
INVESTMENT PORTFOLIO
August 31, 2022



TREASURY						DATE	DATE	TOTAL DAYS		
NUMBER	INSTITUTION/BRANCH	CUSIP	BOOK VALUE	MARKET VALUE	PAR VALUE	INVESTED	MATURES	INVESTED	CURRENT YIELD	RATE
MANAGED FUNDS										
2022-00A	CALIFORNIA ASSET MANAGEMENT	0	38,490,685.44	38,490,685.44	38,490,685.44	N/A	N/A	N/A	2.30000%	2.30000%
2022-00B	LAIF-STATE POOL/SAC	0	7,524,196.07	7,524,196.07	7,524,196.07	N/A	N/A	N/A	1.27600%	1.27600%
2022-00C	LAIF-STATE POOL/SAC (Cemetery)	0	3,630,751.26	3,630,751.26	3,630,751.26	N/A	N/A	N/A	1.27600%	1.27600%
TOTAL MANAGED FUNDS			49,645,632.77	49,645,632.77	49,645,632.77					
AGENCIES NOTES										
20218	FREDDIE MAC (FHLMC)	3134GXJH8	4,000,000.00	3,849,760.00	4,000,000.00	12/29/20	09/29/23	1,004	0.23000%	0.22000%
20208	FEDERAL FARM CREDIT BANK (FFCB)	3133EMHL9	1,999,800.00	1,919,600.00	2,000,000.00	12/03/20	11/30/23	1,092	0.32000%	0.31000%
20210	FANNIE MAE (FNMA)	3135GA6J5	2,000,000.00	1,915,020.00	2,000,000.00	12/07/20	12/07/23	1,095	0.33000%	0.32000%
2020-169	FEDERAL FARM CREDIT BANK (FFCB)	3133EMBE1	1,999,000.00	1,895,660.00	2,000,000.00	09/30/20	03/28/24	1,275	0.32000%	0.30000%
20196	FEDERAL FARM CREDIT BANK (FFCB)	3133EMGF3	1,998,500.00	1,889,080.00	2,000,000.00	11/16/20	05/16/24	1,277	0.37000%	0.35000%
22047	FREDDIE MAC (FHLMC)	3134GXWD2	2,000,000.00	1,973,260.00	2,000,000.00	06/21/22	06/21/24	731	2.89000%	2.85000%
20224	FANNIE MAE (FNMA)	3135GAC25	4,000,000.00	3,781,000.00	4,000,000.00	12/24/20	06/24/24	1,278	0.33000%	0.31000%
20221	FREDDIE MAC (FHLMC)	3134GXJJ4	4,000,000.00	3,762,280.00	4,000,000.00	12/28/20	06/28/24	1,278	0.34000%	0.32000%
21089	FEDERAL HOME LOAN BANK (FHLB)	3130ANTP5	2,000,000.00	1,873,200.00	2,000,000.00	09/16/21	09/16/24	1,096	0.53000%	0.50000%
20222	FREDDIE MAC (FHLMC)	3134GXJK1	4,000,000.00	3,734,560.00	4,000,000.00	12/30/20	09/30/24	1,370	0.39000%	0.36000%
21113	FEDERAL HOME LOAN BANK (FHLB)	3130APQM0	2,000,000.00	1,883,560.00	2,000,000.00	11/18/21	11/18/24	1,096	1.06000%	1.00000%
2020-110	FEDERAL HOME LOAN BANK (FHLB)	3130AJSF7	1,000,000.00	930,950.00	1,000,000.00	07/08/20	01/08/25	1,645	0.70000%	0.65000%
21112	FEDERAL HOME LOAN BANK (FHLB)	3130APRD9	2,000,000.00	1,859,560.00	2,000,000.00	11/16/21	05/16/25	1,277	1.11000%	1.03000%
2020-123	FANNIE MAE (FNMA)	3136G4ZR7	4,000,000.00	3,670,200.00	4,000,000.00	07/21/20	07/21/25	1,826	0.76000%	0.70000%
22029	FEDERAL HOME LOAN BANK (FHLB)	3130ARRX1	5,000,000.00	4,889,900.00	5,000,000.00	04/25/22	07/25/25	1,187	2.56000%	2.50000%
2020-185	FANNIE MAE (FNMA)	3136G46K4	4,000,000.00	3,646,280.00	4,000,000.00	10/28/20	07/28/25	1,734	0.55000%	0.50000%
2020-136	FANNIE MAE (FNMA)	3136G4D75	4,000,000.00	3,656,800.00	4,000,000.00	07/30/20	07/29/25	1,825	0.66000%	0.60000%
2020-134	FANNIE MAE (FNMA)	3136G4G31	4,000,000.00	3,662,000.00	4,000,000.00	07/30/20	07/30/25	1,826	0.71000%	0.65000%
2020-140	FANNIE MAE (FNMA)	3136G4G98	2,000,000.00	1,824,060.00	2,000,000.00	08/12/20	08/12/25	1,826	0.61000%	0.56000%
2020-141	FREDDIE MAC (FHLMC)	3134GWKL9	2,000,000.00	1,826,260.00	2,000,000.00	08/12/20	08/12/25	1,826	0.66000%	0.60000%
2020-137	FANNIE MAE (FNMA)	3136G4C43	4,000,000.00	3,657,440.00	4,000,000.00	08/14/20	08/14/25	1,826	0.71000%	0.65000%
2020-149	FANNIE MAE (FNMA)	3136G4H71	1,999,600.00	1,830,520.00	2,000,000.00	08/18/20	08/18/25	1,826	0.55000%	0.50000%
2020-150	FANNIE MAE (FNMA)	3136G4N74	2,000,000.00	1,827,080.00	2,000,000.00	08/21/20	08/21/25	1,826	0.61000%	0.56000%
2020-159	FEDERAL FARM CREDIT BANK (FFCB)	3133EL4W1	3,996,000.00	3,649,320.00	4,000,000.00	09/04/20	08/25/25	1,816	0.67000%	0.61000%
20228	FANNIE MAE (FNMA)	3135G05X7	1,996,302.00	1,825,500.00	2,000,000.00	12/24/20	08/25/25	1,705	0.41000%	0.37500%
2020-155	FANNIE MAE (FNMA)	3136G4X32	2,000,000.00	1,823,940.00	2,000,000.00	08/26/20	08/26/25	1,826	0.66000%	0.60000%
21082	FEDERAL HOME LOAN BANK (FHLB)	3130ANPE4	4,000,000.00	3,653,760.00	4,000,000.00	08/26/21	08/26/25	1,461	0.77000%	0.70000%
2020-161	FREDDIE MAC (FHLMC)	3134GWP75	2,000,000.00	1,821,340.00	2,000,000.00	09/23/20	09/23/25	1,826	0.69000%	0.62500%
2020-168	FREDDIE MAC (FHLMC)	3134GWWS1	2,000,000.00	1,813,220.00	2,000,000.00	09/30/20	09/30/25	1,826	0.55000%	0.50000%
2020-180	FANNIE MAE (FNMA)	3135G06B4	2,000,000.00	1,813,560.00	2,000,000.00	10/22/20	10/22/25	1,826	0.62000%	0.56000%
2020-179	FREDDIE MAC (FHLMC)	3134GW4Z6	4,000,000.00	3,623,480.00	4,000,000.00	10/27/20	10/27/25	1,826	0.60000%	0.54000%
20190	FANNIE MAE (FNMA)	3136G46N8	4,000,000.00	3,629,800.00	4,000,000.00	11/02/20	10/29/25	1,822	0.66000%	0.60000%
20197	FREDDIE MAC (FHLMC)	3134GXCH5	4,000,000.00	3,622,640.00	4,000,000.00	11/25/20	11/25/25	1,826	0.66000%	0.60000%
20198	FREDDIE MAC (FHLMC)	3134GXCS1	4,000,000.00	3,625,640.00	4,000,000.00	11/25/20	11/25/25	1,826	0.69000%	0.62500%
20201	FREDDIE MAC (FHLMC)	3134GXDM3	4,000,000.00	3,623,320.00	4,000,000.00	12/01/20	12/01/25	1,826	0.68000%	0.62000%
20204	FEDERAL FARM CREDIT BANK (FFCB)	3133EMJC7	4,000,000.00	3,616,080.00	4,000,000.00	12/01/20	12/01/25	1,826	0.62000%	0.56000%
21118	FEDERAL FARM CREDIT BANK (FFCB)	3133ENFR6	4,250,000.00	3,940,387.50	4,250,000.00	12/01/21	12/01/25	1,461	1.45000%	1.34000%
20219	FEDERAL HOME LOAN BANK (FHLB)	3130AKJR8	4,000,000.00	3,607,080.00	4,000,000.00	12/16/20	12/16/25	1,826	0.63000%	0.57000%
20212	FANNIE MAE (FNMA)	3135G06K4	2,000,000.00	1,811,200.00	2,000,000.00	12/17/20	12/17/25	1,826	0.72000%	0.65000%
20217	FEDERAL FARM CREDIT BANK (FFCB)	3133EMKT8	4,000,000.00	3,609,000.00	4,000,000.00	12/17/20	12/17/25	1,826	0.60000%	0.54000%
20227	FEDERAL FARM CREDIT BANK (FFCB)	3133EMLR1	4,000,000.00	3,654,400.00	4,000,000.00	12/24/20	12/23/25	1,825	0.55000%	0.50000%
20231	FANNIE MAE (FNMA)	3135G06Q1	6,012,000.00	5,429,820.00	6,000,000.00	12/30/20	12/30/25	1,826	0.71000%	0.64000%
22004	FEDERAL FARM CREDIT BANK (FFCB)	3133ENLD0	4,000,000.00	3,719,520.00	4,000,000.00	01/26/22	01/26/26	1,461	1.65000%	1.53000%
21050	FEDERAL HOME LOAN BANK (FHLB)	3130AMKB7	4,000,000.00	3,627,760.00	4,000,000.00	05/26/21	05/26/26	1,826	1.16000%	1.05000%
21052	FEDERAL HOME LOAN BANK (FHLB)	3130AMMQ2	3,000,000.00	2,704,560.00	3,000,000.00	06/08/21	06/08/26	1,826	1.01000%	0.91000%

**SUTTER COUNTY
INVESTMENT PORTFOLIO
August 31, 2022**



TREASURY				DATE	DATE	TOTAL DAYS	CURRENT			
NUMBER	INSTITUTION/BRANCH	CUSIP	BOOK VALUE	MARKET VALUE	PAR VALUE	INVESTED	MATURES	INVESTED	YIELD	RATE
21054	FEDERAL HOME LOAN BANK (FHLB)	3130AMPJ5	2,000,000.00	1,804,720.00	2,000,000.00	06/16/21	06/16/26	1,826	1.05000%	0.95000%
21129/21132	FEDERAL FARM CREDIT BANK (FFCB)	3133ENHV5	4,000,000.00	3,673,520.00	4,000,000.00	12/22/21	06/22/26	1,643	1.51000%	1.39000%
21066	FEDERAL HOME LOAN BANK (FHLB)	3130AMT28	2,000,000.00	1,806,560.00	2,000,000.00	06/30/21	06/30/26	1,826	1.11000%	1.00000%
21085	FEDERAL FARM CREDIT BANK (FFCB)	3133EM3T7	3,997,000.00	3,586,840.00	4,000,000.00	09/01/21	09/01/26	1,826	0.97000%	0.87000%
21090	FEDERAL HOME LOAN BANK (FHLB)	3130ANRR3	4,000,000.00	3,594,960.00	4,000,000.00	09/17/21	09/17/26	1,826	1.11000%	1.00000%
21127	FEDERAL HOME LOAN BANK (FHLB)	3130APVC6	3,648,175.00	3,315,076.00	3,650,000.00	12/16/21	12/01/26	1,811	1.51000%	1.37500%
21125	FEDERAL FARM CREDIT BANK (FFCB)	3133ENHC7	4,000,000.00	3,669,480.00	4,000,000.00	12/16/21	12/14/26	1,824	1.74000%	1.60000%
21130	FEDERAL FARM CREDIT BANK (FFCB)	3133ENJC5	4,000,000.00	3,623,400.00	4,000,000.00	12/22/21	12/22/26	1,826	1.42000%	1.29000%
21121	FEDERAL HOME LOAN BANK (FHLB)	3130AQ5P4	2,000,000.00	1,830,900.00	2,000,000.00	12/30/21	12/30/26	1,826	1.76000%	1.61000%
21128	FEDERAL HOME LOAN BANK (FHLB)	3130AQDD2	2,500,000.00	2,274,150.00	2,500,000.00	12/30/21	12/30/26	1,826	1.59000%	1.45000%
22002	FEDERAL FARM CREDIT BANK (FFCB)	3133ENKG4	3,978,000.00	3,645,720.00	4,000,000.00	01/12/22	01/11/27	1,825	1.61000%	1.47000%
22003	FEDERAL HOME LOAN BANK (FHLB)	3130AQKM4	4,000,000.00	3,675,960.00	4,000,000.00	01/28/22	01/28/27	1,826	1.90000%	1.75000%
22009	FEDERAL HOME LOAN BANK (FHLB)	3130AQWC3	3,500,000.00	3,249,960.00	3,500,000.00	02/28/22	02/24/27	1,822	2.21000%	2.05000%
22026	FEDERAL HOME LOAN BANK (FHLB)	3130ARJH5	3,987,200.00	3,878,840.00	4,000,000.00	04/22/22	04/22/27	1,826	3.25000%	3.15000%
22027	FEDERAL HOME LOAN BANK (FHLB)	3130ARRP8	4,000,000.00	3,879,040.00	4,000,000.00	04/28/22	04/28/27	1,826	3.22000%	3.12500%
22028	FEDERAL HOME LOAN BANK (FHLB)	3130ARPB1	4,000,000.00	3,881,600.00	4,000,000.00	04/28/22	04/28/27	1,826	3.61000%	3.50000%
22049	FEDERAL HOME LOAN BANK (FHLB)	3130ASFQ7	2,000,000.00	1,961,860.00	2,000,000.00	06/29/22	06/29/27	1,826	4.08000%	4.00000%
TOTAL AGENCY NOTES			200,861,577.00	185,355,943.50	200,900,000.00					
MEDIUM TERM NOTES										
2020-074	WELLS FARGO & COMPANY (WFC)	95001D6U9	1,000,000.00	986,610.00	1,000,000.00	04/30/20	04/30/23	1,095	2.18000%	2.15000%
20209	JOHN DEERE CAPITAL CORP (DE)	24422EVH9	1,009,120.00	976,430.00	1,000,000.00	12/04/20	07/05/23	943	0.72000%	0.70000%
2020-079	TOYOTA MOTOR CREDIT CORP	89236TDK8	2,059,700.00	1,979,780.00	2,000,000.00	05/01/20	10/18/23	1,265	2.27000%	2.25000%
20223	CATERPILLAR FINL SERVICE (CAT)	14912L5X5	2,195,540.00	2,004,440.00	2,000,000.00	12/16/20	11/24/23	1,073	3.74000%	3.75000%
20211	BANK OF AMERICA CORP (BAC)	06048WK58	4,000,000.00	3,794,440.00	4,000,000.00	12/18/20	12/18/23	1,095	0.42000%	0.40000%
2019-123	SIMON PROP GP LP (SPG)	828807CR6	4,264,800.00	3,988,040.00	4,000,000.00	11/01/19	02/01/24	1,553	3.76000%	3.75000%
2020-080	CATERPILLAR FINL SERVICE (CAT)	14912L6C0	2,170,600.00	1,989,480.00	2,000,000.00	05/01/20	06/09/24	1,500	3.32000%	3.30000%
2019-144	AIR PROD & CHEM (APD)	009158AV8	2,109,720.00	1,984,840.00	2,000,000.00	12/10/19	07/31/24	1,695	3.38000%	3.35000%
2019-150	WALT DISNEY COMPANY (DIS)	254687FK7	1,981,148.00	1,921,480.00	2,000,000.00	12/10/19	08/30/24	1,725	1.82000%	1.75000%
2019-122	UNITED PARCEL SERVICE (UPS)	911312BT2	4,023,560.00	3,885,600.00	4,000,000.00	11/01/19	09/01/24	1,766	2.26000%	2.20000%
21124	TOYOTA MOTOR CREDIT CORP	89236TGL3	4,096,000.00	3,848,720.00	4,000,000.00	12/15/21	10/07/24	1,027	2.08000%	2.00000%
2019-143	ESTEE LAUDER CO. (EL)	29736RAN0	2,005,480.00	1,944,360.00	2,000,000.00	12/10/19	12/01/24	1,818	2.06000%	2.00000%
2020-093	ORACLE CORP (ORCL)	68389XBT1	2,138,820.00	1,899,640.00	2,000,000.00	06/01/20	04/01/25	1,765	2.63000%	2.50000%
2020-075	WELLS FARGO & COMPANY (WFC)	95001D6W5	2,000,000.00	1,884,060.00	2,000,000.00	04/30/20	04/30/25	1,826	2.65000%	2.50000%
20220	APPLE INC. (AAPL)	037833DT4	2,055,800.00	1,869,980.00	2,000,000.00	12/16/20	05/11/25	1,607	1.20000%	1.12500%
2020-096	HONEYWELL INTERNATIONAL (HON)	438516CB0	2,047,120.00	1,877,700.00	2,000,000.00	06/04/20	06/01/25	1,823	1.44000%	1.35000%
20230	AMERICAN HONDA FINANCE (HNDA)	02665WDL2	4,088,960.00	3,707,200.00	4,000,000.00	12/28/20	07/08/25	1,653	1.29000%	1.20000%
2020-153	JP MORGAN CHASE & CO (JPM)	48128GV98	2,000,000.00	1,802,500.00	2,000,000.00	08/28/20	08/28/25	1,826	0.83000%	0.75000%
2020-166/176	AMERICAN HONDA FINANCE (HNDA)	02665WDN8	7,029,920.00	6,385,330.00	7,000,000.00	09/24/20	09/10/25	1,812	1.10000%	1.00000%
20229	CATERPILLAR FINL SERVICE (CAT)	14913R2H9	4,038,360.00	3,624,200.00	4,000,000.00	12/28/20	11/13/25	1,781	0.88000%	0.80000%
20215	BANK OF AMERICA CORP (BAC)	06048WK41	3,996,000.00	3,574,960.00	4,000,000.00	12/10/20	11/25/25	1,811	0.73000%	0.65000%
20225	JP MORGAN CHASE & CO (JPM)	48128GY53	2,000,000.00	1,781,360.00	2,000,000.00	12/22/20	12/22/25	1,826	0.93000%	0.82500%
21008	JOHN DEERE CAPITAL CORP (DE)	24422EVK2	3,999,760.00	3,618,920.00	4,000,000.00	02/01/21	01/15/26	1,809	0.77000%	0.70000%
22012	PUBLIC STORAGE (PSA)	74460WAA5	3,803,600.00	3,605,720.00	4,000,000.00	02/14/22	02/15/26	1,462	0.97000%	0.87500%
22037	BANK OF AMERICA CORP (BAC)	06048WV56	2,000,000.00	1,946,080.00	2,000,000.00	05/05/22	05/05/26	1,461	4.11000%	4.00000%
21063	BANK OF AMERICA CORP (BAC)	06048WM49	2,000,000.00	1,764,420.00	2,000,000.00	06/15/21	06/15/26	1,826	1.13000%	1.00000%
21081	BANK OF AMERICA CORP (BAC)	06048WN22	2,000,000.00	1,738,780.00	2,000,000.00	08/26/21	08/26/26	1,826	1.44000%	1.25000%
21106	JP MORGAN CHASE & CO (JPM)	48128GSU0	2,000,000.00	1,750,600.00	2,000,000.00	10/29/21	10/29/26	1,826	1.69000%	1.48000%
22011	HONEYWELL INTERNATIONAL (HON)	438516BL9	2,031,180.00	1,899,700.00	2,000,000.00	02/14/22	11/01/26	1,721	2.63000%	2.50000%
21120	PUBLIC STORAGE (PSA)	74460DAG4	3,486,716.85	3,178,562.70	3,495,000.00	12/03/21	11/09/26	1,802	1.65000%	1.50000%
21115	JP MORGAN CHASE & CO (JPM)	48130UZH1	4,000,000.00	4,000,000.00	4,000,000.00	11/30/21	11/30/26	1,826	1.50000%	1.50000%

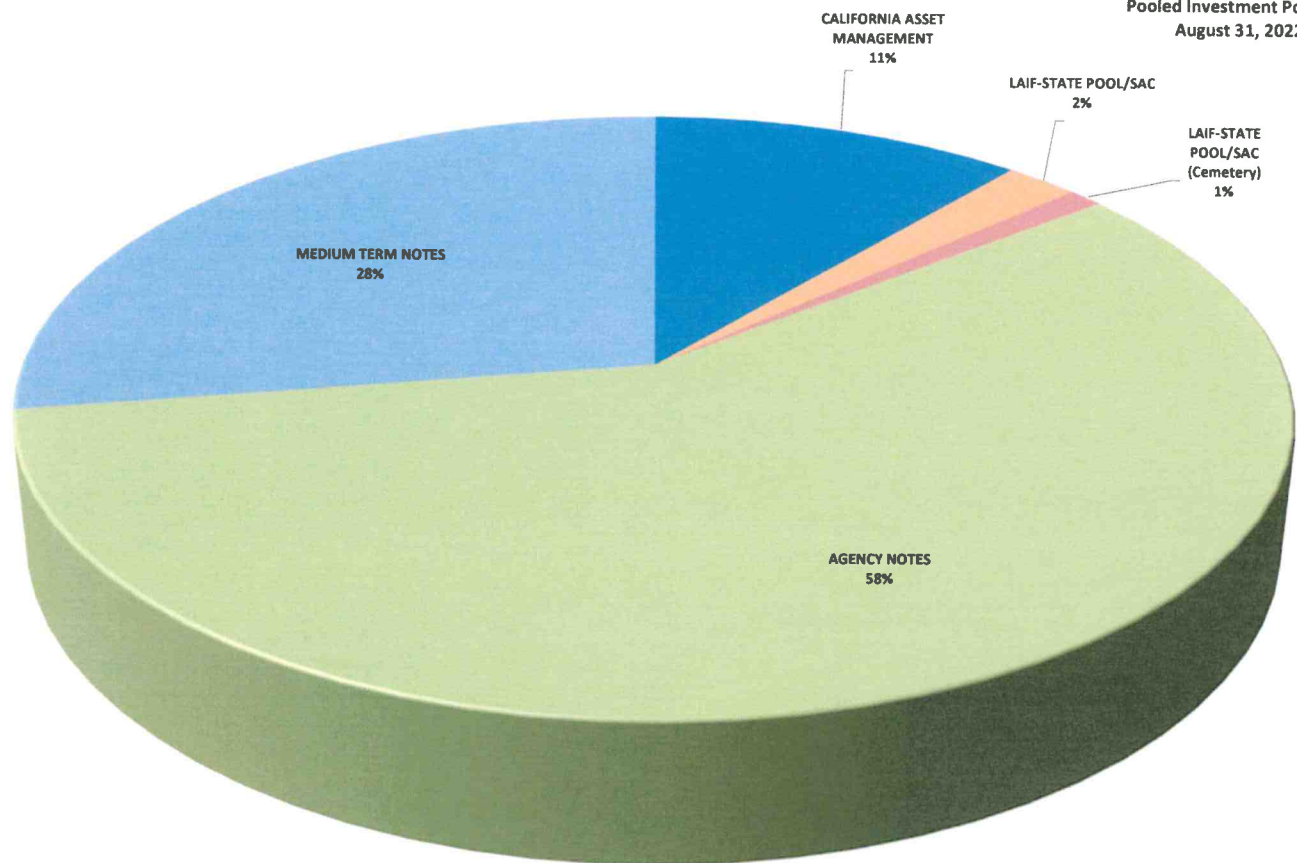
SUTTER COUNTY
INVESTMENT PORTFOLIO
August 31, 2022



TREASURY

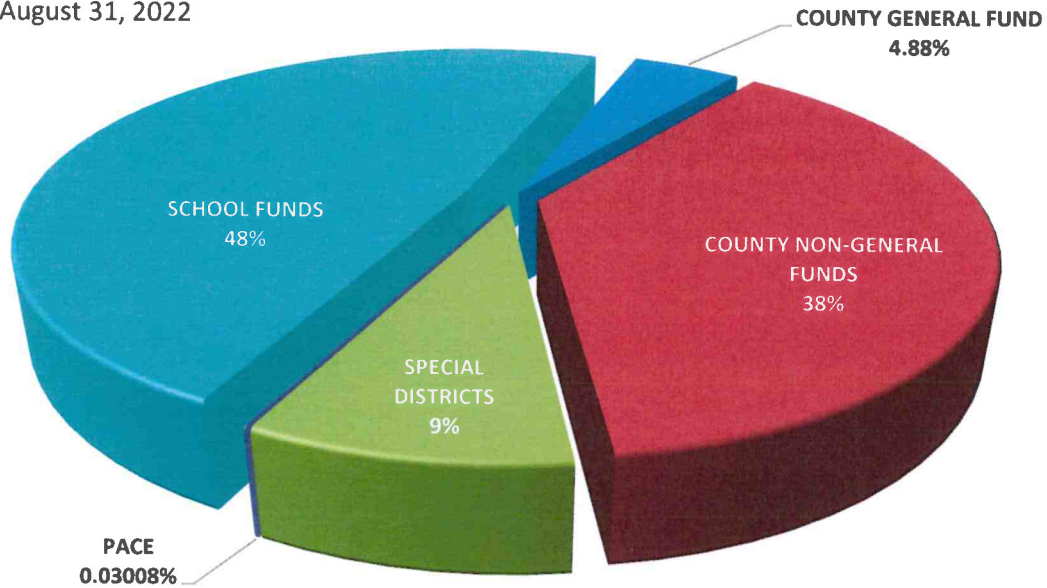
<u>NUMBER</u>	<u>INSTITUTION/BRANCH</u>	<u>CUSIP</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>	<u>PAR VALUE</u>	<u>DATE</u> <u>INVESTED</u>	<u>DATE</u> <u>MATURES</u>	<u>TOTAL</u> <u>DAYS</u> <u>INVESTED</u>	<u>CURRENT</u> <u>YIELD</u>	<u>RATE</u>
22025	MASTERCARD INC	57636QAR5	4,030,000.00	3,920,400.00	4,000,000.00	04/12/22	03/26/27	1,809	3.37000%	3.30000%
22055	TSMC ARIZONA CORP	872898AF8	2,198,284.00	2,164,954.00	2,200,000.00	06/28/22	04/22/27	1,759	3.94000%	3.87500%
22056	BEVERLY HILLS CA PUBLIC FING	088006KB6	1,612,746.00	1,607,382.00	1,800,000.00	06/28/22	06/01/27	1,799	1.49000%	1.32700%
TOTAL MEDIUM TERM NOTES			<u>95,472,934.85</u>	<u>88,906,668.70</u>	<u>94,495,000.00</u>					
TOTAL POOL INVESTMENTS			<u>345,980,144.62</u>	<u>323,908,244.97</u>	<u>345,040,632.77</u>		AVERAGE	<u>1,646</u>	<u>1.40345%</u>	<u>1.32954%</u>

Sutter County
Pooled Investment Portfolio
August 31, 2022



	BOOK VALUE	PERCENTAGE OF MANAGED PORTFOLIO	INVESTED % OF POOLED PORTFOLIO	AVERAGE DAYS TO MATURITY	AVERAGE YIELD
CAMP	\$38,490,685.44	11.13%	11.24%	1	2.30%
LOCAL AGENCY INVESTMENT FUND (COUNTY)	7,524,196.07	2.17%	2.20%	1	1.28%
LOCAL AGENCY INVESTMENT FUND (CEMETERY)	3,630,751.26	1.05%	-	1	1.28%
MEDIUM TERM NOTES	95,472,934.85	27.59%	27.89%	1,042	1.95%
AGENCY NOTES	<u>200,861,577.00</u>	<u>58.06%</u>	<u>58.67%</u>	<u>1.162</u>	<u>1.09%</u>
TOTAL MANAGED INVESTMENTS	\$345,980,144.62	100.00%		<u>1.086</u>	<u>1.40%</u>
LESS: LAIF FUNDS NOT POOLED	<u>3,630,751.26</u>	<u>1.05%</u>			
TOTAL POOLED INVESTMENTS	<u>\$342,349,393.36</u>	<u>98.95%</u>	<u>100.00%</u>	<u>1.085</u>	<u>1.40%</u>

Sutter County
Pooled Treasury Participants
August 31, 2022



The Pooled Treasury is comprised of 348 separate funds representing the County's General Fund, County Non-General funds, special districts, school districts and funds collected and held for the various PACE programs that are authorized by the City of Yuba City.

At the close of business August 31, 2022, pool participants' cash and investment balances consisted of the following:

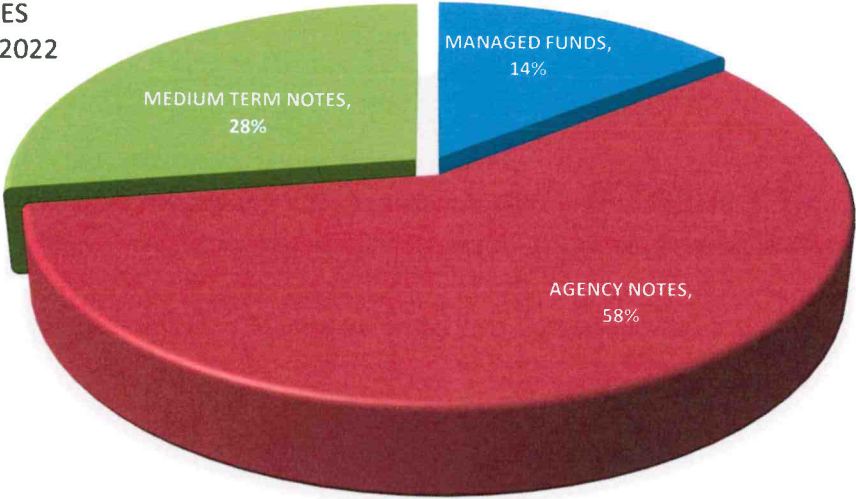
COUNTY GENERAL FUND	4.88%
COUNTY NON-GENERAL FUNDS	37.79%
SPECIAL DISTRICTS	8.90%
PACE	0.03%
SCHOOL FUNDS	48.40%

The pooled portfolio is comprised of three major classes of assets. At August 31, 2022 agency notes made up 58%, medium term notes represented 28% and funds under management within the Local Area Investment Fund (LAIF) and the California Asset Management Program (CAMP) completing the portfolio at 14%.

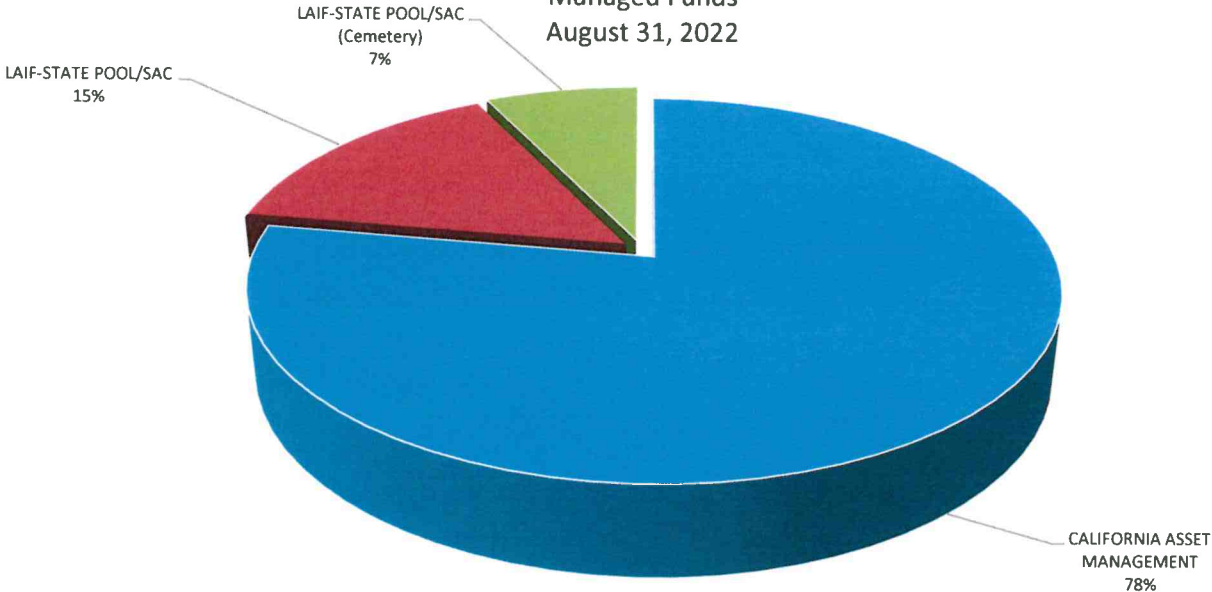
All assets are in compliance with the Sutter County Investment Policy and adhere to the requirements of California Government Code §53601-§53645 and §16429.1-§16429.3, which relate to the investing in the Local Area Investment Fund (LAIF)

Within the three major classes of assets the portfolio is further diversified, again, operating within the constraints of California Government Code and the Sutter County Investment Policy. The following charts provide a quick glance of the make-up of each category.

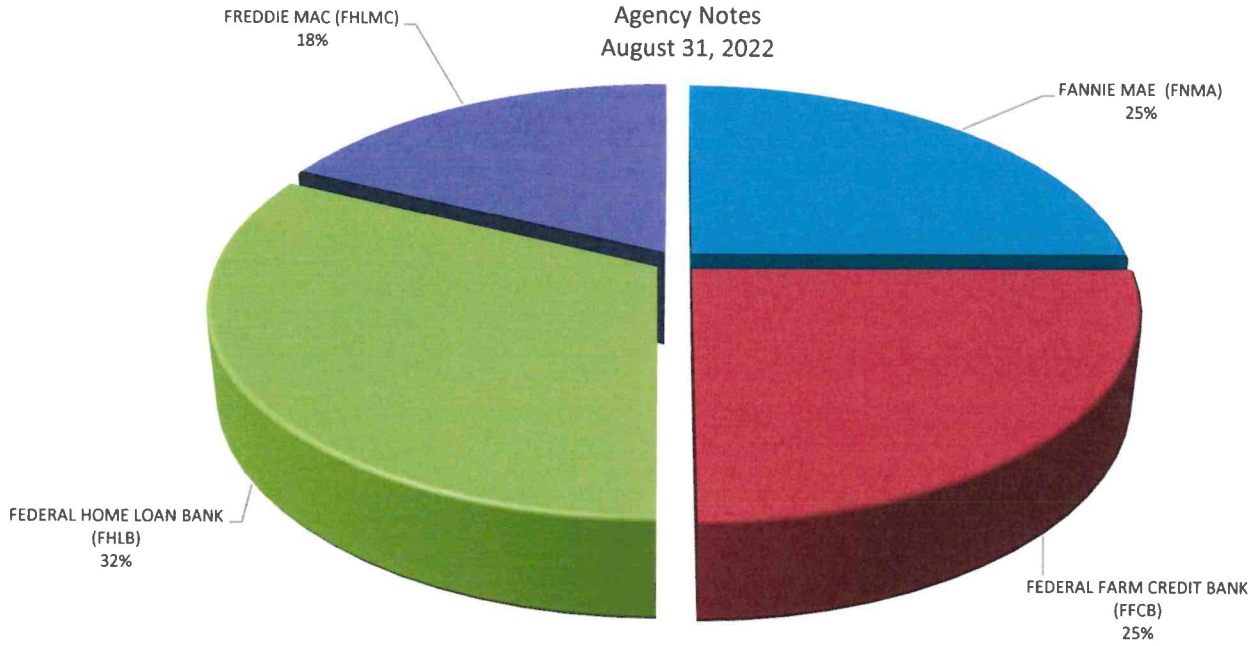
SUTTER COUNTY
INVESTMENT PORTFOLIO
CATEGORIES
AUGUST 31, 2022



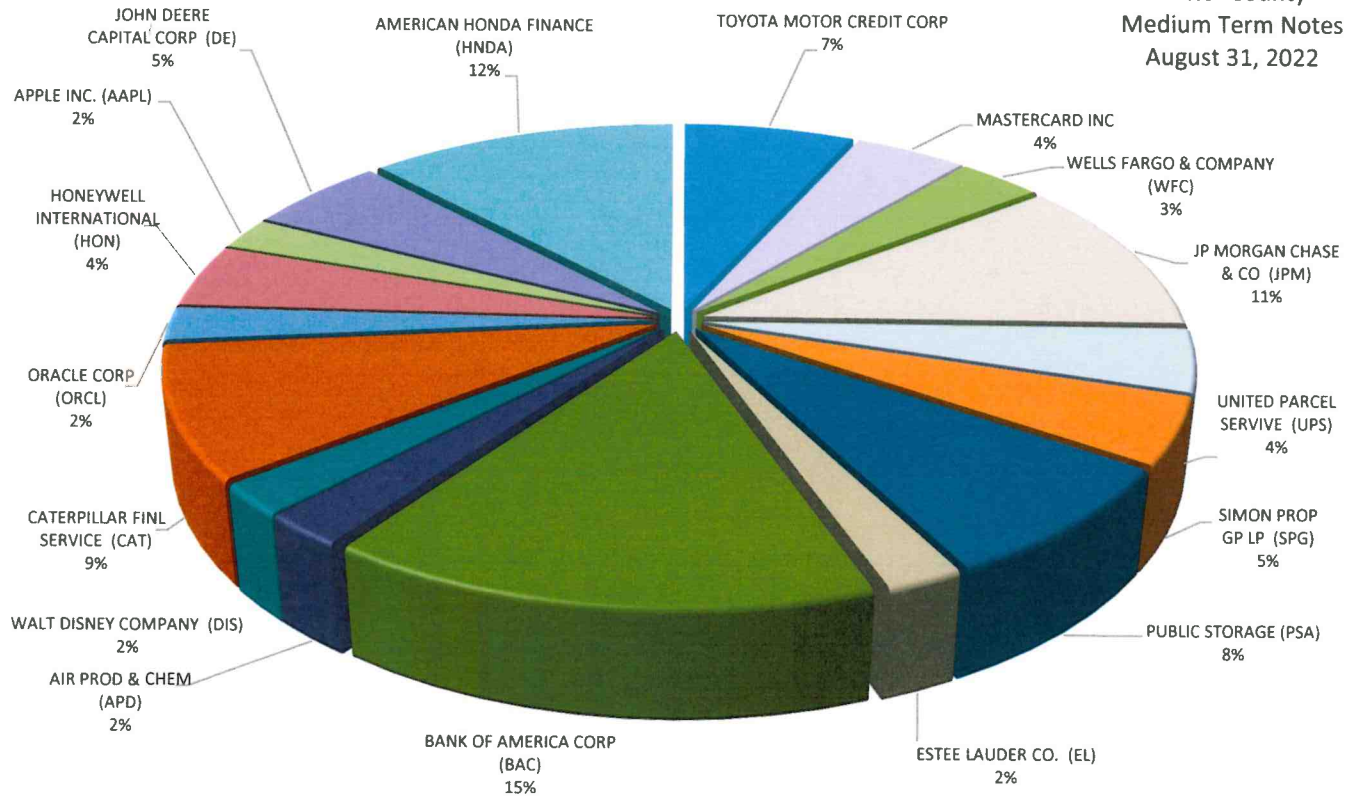
Sutter County
Managed Funds
August 31, 2022



Sutter County
Agency Notes
August 31, 2022

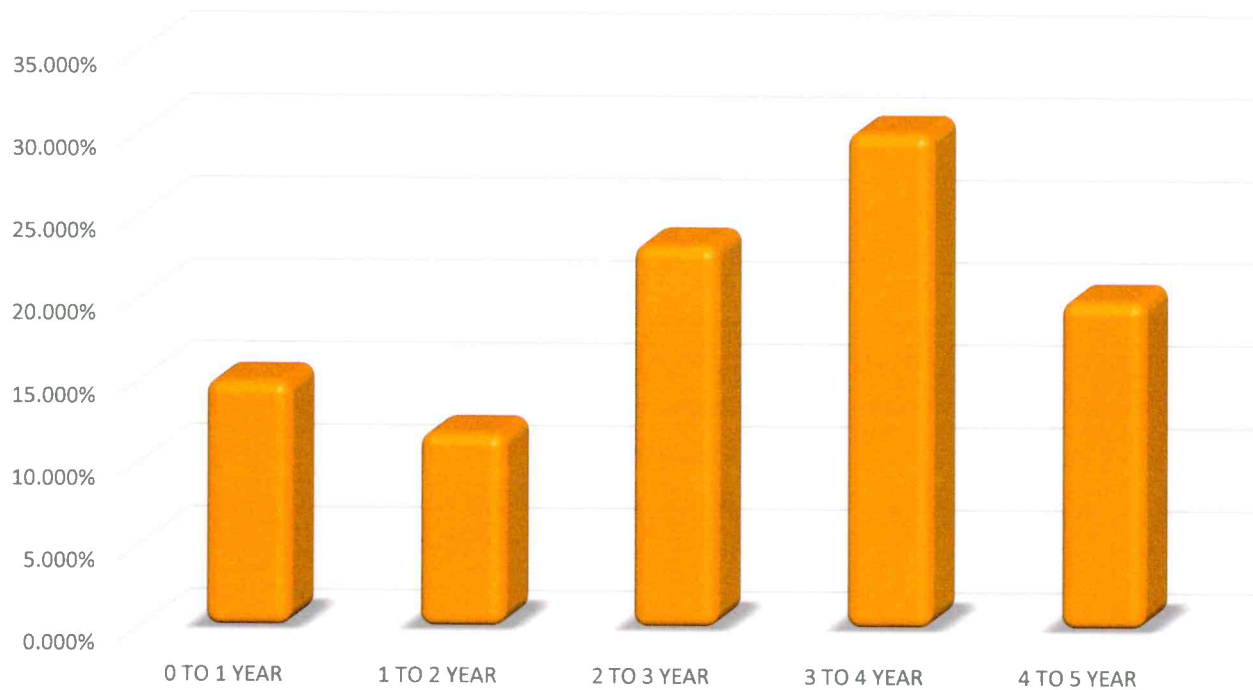


Sutter County
Medium Term Notes
August 31, 2022



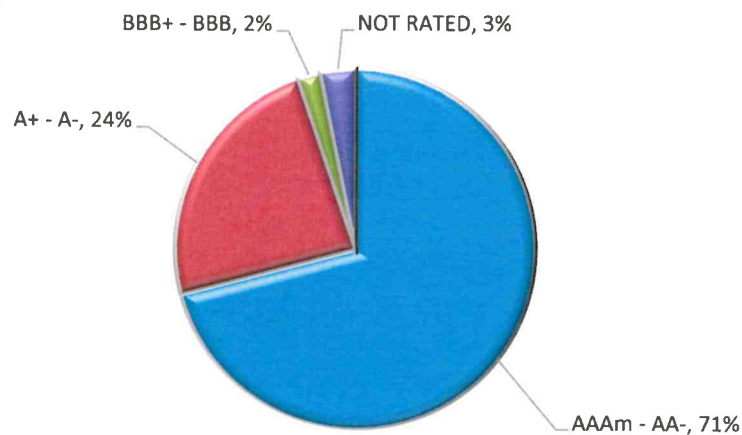
All investments conform to California Government Code §56301 with maturities of no more than five years.

Sutter County
Pooled Portfolio Aging
August 31, 2022



Investments in the pool must have a category rating of A or better at the time of purchase, as prescribed in the Sutter County Investment Policy, with the exception of LAIF, which is authorized in GC §16429.1-§16429.3.

Sutter County
Pooled Portfolio Asset Ratings
August 31, 2022



Agenda Item No. 10.4

BOARD AGENDA ITEM: Facilities Update - Quarterly

BOARD MEETING DATE: October 12, 2022

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

 Action

James Peters

 Reports/Presentation

SUBMITTED BY:

 X Information

James Peters

 Public Hearing

PRESENTING TO BOARD:

 Other (specify)

James Peters

BACKGROUND AND SUMMARY INFORMATION:

A quarterly update on facilities along with worksheet and summary will be presented to the Board.

Site Profile Worksheet - Projects in queue
Fiscal Year 22-23

November 1, 2023

Estimate

Status

Facilities

\$1,495,040.00

Harter Bldg Phase 1 and 2, with GMP approval	\$1,363,040.00	RFQ interviews in Nov
Site cameras @ Klamath & FRA	\$132,000.00	Completed September 2022

Klamath

\$194,500.00

HVAC redesign and replacement	\$180,000.00	In process-with Engineers
Restroom remodels		In development
Annual painting +/-1400 sq. ft.	\$2,500.00	Winter 2022
Floor finish replacement +/- 1400 sq. ft.	\$12,000.00	Winter 2022

1 Stop Gateway

\$5,950.00

Marquee sign replacement	\$5,000.00	On hold
Add sink to room 102 for Health Careers	\$950.00	Coimplete July 2022

FRA

\$165,200.00

HVAC assessment and replacement	\$60,000.00	In process - AB841
Boyd Hall apshalt slurry & stripe	\$12,000.00	Pushed to Spring 2023
Annual painting +/-1800 sq. ft.	\$2,700.00	Winter 2022
Flooring replacement in two classrooms	\$15,000.00	Winter 2022

Adult Ed

\$33,500.00

Install sinks in Health Careers classrooms	\$20,000.00	In development
Update the staff breakroom	\$1,500.00	In development
Energy efficiency measures	\$12,000.00	HVAC complete, lighting on hold

CTC

\$8,500.00

Cosmetology school design and construction	\$8,500.00	Complete, licensed approved in October
New bldg signage		Aligned to Cosmo construction

Fleet

\$0.00

Rotation of four Nissan Sentras, two Ford Escapes		In development
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Shady Creek

\$187,000.00

Site road repair and slurry	\$33,000.00	
HVAC assessment and design	\$154,000.00	In process-with Engineers

Total	\$2,047,690.00	
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FY22-23 Quarterly update

Facilities

- The Career Training & Conference Center (CTC-formerly known as the Harter Building) RFQ process commenced in August. RFQ committee is set to meet on November 2, 2022, to score and review the responses. Interview dates will be established during the Committee meeting, and the RFP process will commence after interviews. We anticipate recommending the Design-Build Firm to the Board in the January Board meeting.
- The new room scheduler has significantly streamlined operations and maximized room usage. This process will be essential in the CTC building.
- Site cameras were successfully installed and implemented. Active surveillance and communication after hours have improved efficiency for FMO&F concerning safety and security.

Klamath

- The HVAC project assessments are complete and are currently contracted with M2 Mechanical to coordinate efforts between the manufacturer and independent engineering teams to fully redesign the building HVAC for current efforts and future planning. We are pushing hard to go to bid in early Spring 2023.
- We intend to develop a restroom remodel project for this winter.

FRA

- AB841 application has been approved to receive State funding for assessments and recommendations for the HVAC systems. Alco Building Solutions is contracted to perform this phase of the project. Information received will help to determine the critical path for replacements. We intend to replace up to four (04) units, aiming to go to bid in early Spring 2023.
- Boyd Hall asphalt slurry and stripe are pushed back to Spring. We could not get the contractor out before the asphalt plants began to shut down for winter.

CTC

- The building has been renamed internally to Cosmetology from CTC.
- The State Board of Barbering and Cosmetology inspectors were out in October and were very complimentary of our preparations. The Chief Inspector seemed impressed and insisted he would accelerate the process and we would have our license in short order.

Shady Creek

- Engineering underway. The HVAC project is contracted with M2 Mechanical. We hope to go to bid in early Spring 2023.
- We developed a break in the water system main down by the Dome Cabins (naturalist housing). The water has been shut off, and efforts are underway to repair the broken line. We are assessing whether or not to abandon the current radiant floor system (that uses water) for a more efficient and reliable heating source.

Special Ed

- Classroom 103 at Sutter Union High School successfully opened in time for the first day of school. We accomplished this by breaking the project into two phases. We are currently In design for the restroom and kitchenette, which make up phase 2.

Districts

- CalOES and CDE are still offering PPE for COVID-19 through the SCSOS to the Districts. We are awaiting 30,000 take-home rapid test kits to distribute to the Districts for voluntary return-to-school testing after the upcoming holidays.
- We will be collaborating with AeroSTEM on their Board sub-Committee for Facilities.

BOARD AGENDA ITEM: Second Reading of Revisions to Board Policies

BOARD MEETING DATE: November 9, 2022

AGENDA ITEM SUBMITTED FOR:

PREPARED BY:

☒ Action

Ron Sherrod

☐ Reports/Presentation

SUBMITTED BY:

☐ Information

Ron Sherrod

☐ Public Hearing

PRESENTING TO BOARD:

☐ Other (specify)

Ron Sherrod

BACKGROUND AND SUMMARY INFORMATION:

The following revised Board Policies are presented to the Board for a second reading:

- BP 3200 – Sale Or Lease Of County Owned Real Property
- BP 3290 – Gifts, Grants, and Bequests
- BP 3311 – Bids
- AR 3311 – Bids
- AR 3260 – Fees and Charges
- BP 3260 – Fees and Charges
- AR 3270 - Sale and Disposal of Books, Equipment and Supplies

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

Personal Property

Personal Property is defined as books, equipment and supplies valued over five hundred dollars at the time of purchase. The Superintendent may sell surplus or obsolete Sutter County Superintendent of Schools-owned personal property through any of the following methods:

Sale or Disposal of items valued over \$25,000

The county superintendent of schools shall meet the following procedures for disposal of any item of personal property worth over twenty-five thousand dollars (\$25,000) that belongs to the county office of education.

1. Obtain an independent valuation of the property.
2. Obtain the approval of the county board of education at a regularly scheduled public meeting of the disposal of the item.
3. Sell the item using any of the following methods:
 - a. Sale by a public auction firm.
 - b. Sale by public auction conducted by county office employees or employees of other public agencies.
 - c. Sale to the federal government or its agencies, to the state, to any county, city and county, city or special district, or to any other school district or any agency eligible under the federal surplus property law, (40 U.S.C. Sec. 484(j)(3)). (Education Code 17540)

Sale or Disposal of items valued less than \$25,000

The county superintendent of schools may not dispose of any personal property worth less than twenty-five thousand dollars (\$25,000) that belongs to the county office of education unless the superintendent or designee certifies the value of the property in a quarterly report and submits that report to the county board of education for its review.

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the Sutter County Superintendent of Schools for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the Sutter County Superintendent of Schools and, if possible, publishing within the Sutter County Superintendent of Schools. The Superintendent shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311--Bids)

2. The property may be sold by means of a public auction conducted by Sutter County Superintendent of Schools' employees, employees of other public agencies, or by contract with a private auction firm. Notice related to the auction shall be posted or published as described in item #1 above. (Education Code 17545)
3. The Superintendent may sell the property without advertising for bids under any of the following conditions:
 - a. The county superintendent of schools may not dispose of any personal property worth less than twenty-five thousand dollars (\$25,000) that belongs to the county office of education unless the superintendent or designee certifies the value of the property in a quarterly report and submits that report to the county board of education for its review

(cf. 9323.2—Actions by the Board)
 - b. The Superintendent sells the property to agencies of federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law (40 USC 484 renumbered 40 USC 549) and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540)
 - c. The Superintendent or designee sells or leases the property to agencies of the federal, state, or local government or to any other school district and the price and terms of the sale or lease is approved by the County Superintendent of Schools. (Education Code 17542)

If the Superintendent finds that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization, [including other school districts, charter schools, or private schools](#) deemed appropriate by the Superintendent or may be disposed of by dumping. (Education Code 17546)

Money received from the sale of surplus property shall be either deposited in the Sutter County Superintendent of Schools' reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the Superintendent in which case all of the proceeds of the sale shall be available to acquire basic instructional materials, supplemental instructional materials, or technology-based materials. (Education Code 60510, 60510.1, 60521)

~~(cf. 0440 - District Technology Plan)~~
~~(cf. 6161 - Equipment, Books and Materials)~~
~~(cf. 6161.1 - Selection and Evaluation of Instructional Materials)~~
~~(cf. 6161.11 - Supplementary Instructional Materials)~~
~~(cf. 6163.1 - Library Media Centers)~~

Such materials also may be donated to another district, county free library, or other state institution; a United States public agency or institution; a nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing the general literacy of the people. Any organization, agency, or institution receiving obsolete instructional materials donated by the Sutter County Superintendent of Schools shall certify to the Superintendent that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60510, 60511)

The Board shall also permit representatives of these entities and members of the public to address the Board regarding the distribution of these materials.

~~(cf. 9323 - Meeting Conduct)~~

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. Mutilated so as not to be salable and sold for scrap at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the Superintendent has given notice to all persons who have filed a request for such notice

~~(cf. 3510 - Green School Operations)~~
~~(cf. 3511.1 - Integrated Waste Management)~~

Equipment/Supplies Acquired with Federal Funds

When the County has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (2 CFR 200.313)

In the event that the County is provided equipment that is federally owned, the County shall request disposition instructions from the federal agency when it no longer needs

the equipment. (2 CFR 200.313)

Legal Reference:

EDUCATION CODE

~~1279 County Superintendent Disposal of Personal Property~~

~~17540-17542 Sale or lease of personal property by one district to another~~

~~17545-17555 Sale of personal property~~

~~60500-60530 Sale, donation, or disposal of instructional materials~~

GOVERNMENT CODE

~~UNITED STATES CODE, TITLE 40 484 Surplus property~~

Sale Or Lease Of County Owned Real Property

The Sutter County Board of Education believes that County facilities and resources should be utilized in an economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all County facilities to ensure the efficient utilization of space for the effective delivery of instruction.

Prior to the sale or lease of any surplus real property, the County Board shall appoint a County advisory committee to advise the County Board regarding the use or disposition of schools or school building space which is not needed for school purposes. The County Board may elect not to appoint a County advisory committee for any of the following: (Education Code 17388, 17391)

1. A rental of property for a period of time not exceeding 30 days
2. A lease or rental of surplus property to a private educational institution for the purpose of offering summer school
3. A sale, lease, or rental of surplus property to be used for teacher or other employee housing
4. Until July 1, 2024, a sale or lease of surplus property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction

In addition, to ensure that the proposed disposition of the property conforms with any general plan adopted by the local planning agency that affects or includes the area where the surplus property is located, the County Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

The County Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

The County Board may meet in closed session with its real property negotiator prior to the sale or lease of real property by the County in order to grant its negotiator authority regarding the minimum price or rent and terms of the sale or lease. (Government Code 54956.8)

When selling or leasing County real property, the County Board shall comply with applicable procedures and give priority to specified public agencies as required by law.

(Education Code 17230, 17464, 17485-17499; Government Code 54222)

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the County Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the County Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the County Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the County Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the County is located, if such a newspaper exists. (Education Code 17469)

At least 60 days prior to the public meeting, the Superintendent or designee shall take reasonable steps to provide written notification of the public meeting, by certified mail, to the former owner from whom the County acquired the property. (Education Code 17470)

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the County Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the County Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The County Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the County Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the County Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the County Board shall

finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the County Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the County Board may adopt a resolution of acceptance that directs the County Board president, or any other County Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

Use of Proceeds

The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus County property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462; 2 CCR 1700)

Proceeds from a sale of surplus County property shall generally be used for capital outlay or maintenance costs that the County Board determines will not recur within a five-year period. Proceeds from a lease of County property with an option to purchase may be deposited into a restricted fund for the routine repair of County facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

However, if the County Board and SAB determine that the County has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the County's general fund. (Education Code 17462)

In addition, until July 1, 2024, if County surplus property was purchased entirely with local funds, the proceeds from the sale or lease of the property, together with any personal property located on the property, may be deposited into the general fund of the County and may be used for any one-time general fund purpose. Before exercising this authority, the County Board shall: (Education Code 17463.7)

1. Submit to SAB documents certifying that the sale of real property does not violate the provisions of a local bond act and the real property is not suitable to meet projected school construction needs for the next 10 years
2. At a public meeting, adopt a plan for expending one-time resources from the sale or lease of the property which identifies the source and intended use of the surplus property proceeds and describes the reasons that the expenditure will

not result in ongoing fiscal obligations for the County

Whenever the County sells real property that was purchased, improved, or modernized with funds that were received from a state school facilities funding program within the previous 10 years, the County shall notify OPSC within 90 calendar days of the sale of the property if the proceeds from the sale are not used for capital outlay and the property is not sold to a charter school, school district, or an agency that will use the property exclusively for the delivery of child care and development services. If SAB subsequently makes a finding that the sale is subject to Education Code 17462.3, the County shall return the funds to the SAB within 90 calendar days of the finding. (2 CCR 1702)

Gifts, Grants, and Bequests

The ~~Sutter County Board of Education Governing Board~~ may accept any gift, grant, or bequest of money, property, or service to the ~~district Sutter County Superintendent of Schools County Office~~ from any individual, private agency or organization, or other public agency that desires to support the ~~district's County Office's~~ educational program. While greatly appreciating suitable donations, the ~~Board Sutter County Board of Education~~ shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of ~~district County Office~~ students or its ability or commitment to provide equitable educational opportunities.

~~(cf. 0100--Philosophy)~~

~~(cf. 0200--Goals for the School District)~~

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

~~(cf. 1260--Educational Foundation)~~

Before accepting any gift, grant, or bequest, the ~~Board Sutter County Board of Education~~ shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the ~~district's Sutter County Superintendent of Schools' County Office's~~ vision, philosophy, and operations. If the ~~Board Sutter County Board of Education~~ believes the ~~district Sutter County Superintendent of Schools County Office~~ will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

~~(cf. 0000--Vision)~~

In addition, the ~~Board Sutter County Board of Education~~ shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol or the violation of any law or ~~district County Office~~ policy

~~(cf. 5131.6--Alcohol and Other Drugs)~~

~~(cf. 5131.62--Tobacco)~~

4. ~~Advertise or endorse the use of non-nutritious food or beverages during the school day~~
5. ~~Encourage or enable the violation of any law or County policy~~

6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

(cf. ~~1325 - Advertising and Promotion~~)

Any gift of books and instructional materials shall be accepted only if they meet regular ~~district Sutter County Superintendent of Schools' County Office's~~ criteria for selection of instructional materials.

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

All gifts, grants, and bequests shall become ~~district Sutter County Superintendent of Schools' County Office~~ property. ~~Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.~~

When any gift of money received by the ~~district Sutter County Superintendent of Schools' County Office~~ is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

The Superintendent or designee shall annually provide a report to the ~~Board Sutter County Board of Education~~ indicating the gifts, grants, and/or bequests received on behalf of the ~~district Sutter County Superintendent of Schools' County Office~~ in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

(cf. ~~3440 - Inventories~~)

(cf. ~~3460 - Financial Reports and Accountability~~)

Corporate Sponsorship

The ~~Board Sutter County Board of Education~~ may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in ~~district Sutter County Superintendent of Schools' County Office~~ publications or on ~~district Sutter County Superintendent of Schools' County Office~~ property or web sites.

(cf. ~~1113 - District and School Web Sites~~)

(cf. ~~1700 - Relations Between Private Industry and the Schools~~)

(cf. ~~3312 - Contracts~~)

Every sponsorship agreement shall be in writing and shall be approved by the Board

Sutter County Board of Education. The ~~Board~~ Sutter County Board of Education shall ensure that the ~~districts' Sutter County Superintendent of Schools' County Office's~~ relationship and arrangement with the sponsor are consistent with the ~~districts' Sutter County Superintendent of Schools' County Office's~~ mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on ~~district Sutter County Superintendent of Schools County Office~~ property and in ~~district County Office-~~sponsored publications. No message, image, or other depiction that promotes the use of obscene language, pornography, alcohol, tobacco, or prohibited drugs or that advocates unlawful discrimination, use of violence, or the violation of law or ~~district County Office~~ policy shall be allowed.

Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the ~~district Sutter County Superintendent of Schools County Office~~, and how the benefits will be distributed.
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the ~~district Sutter County Superintendent of Schools County Office~~ and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services.
3. The authority of the ~~Board Sutter County Superintendent of Schools County Office~~ to retain exclusive right over the use of the ~~districts' Sutter County Superintendent of Schools' County Office's~~ name, logo, and other proprietary information. The sponsor's use of such information shall require prior approval of the ~~Board Sutter County Board of Education~~.
4. The authority of the ~~Board Sutter County Board of Education~~ to terminate the agreement without any penalty or sanction to the ~~district County Office~~ if the sponsor's message, business, or product becomes inconsistent with ~~district County Office~~ vision, mission, or goals or the sponsor engages in any prohibited activity.
5. The prohibition against the collection of students' personal information except as allowed by law.

~~(cf. 5022 - Student and Family Privacy Rights)~~
~~(cf. 5125 - Student Records)~~

Online Fundraising

Any person or entity who wishes to conduct an online fundraising campaign, including a

crowdfunding campaign, for the benefit of the County Office, a school, or a classroom shall submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the ~~Sutter County Superintendent of Schools' County Office's~~ vision and goals, core beliefs, instructional priorities, and infrastructure; the manner in which donations are collected and distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the Sutter County Superintendent of Schools.

Any person or entity approved to conduct an online fundraising campaign shall comply with relevant ~~Sutter County Superintendent of Schools County Office~~ policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the ~~Sutter County Superintendent of Schools County Office~~, rather than a staff member, classroom, or school, will own the funded resources.

Funds raised by an online fundraising campaign and donated to the ~~Sutter County Superintendent of Schools County Office~~ shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.

Appreciation

The ~~Board~~ Sutter County Board of Education may show appreciation for any donation to the ~~district~~ ~~Sutter County Superintendent of Schools County Office~~ in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or ~~Board~~ Sutter County Board of Education resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable ~~Board~~ Sutter County Board of Education policy.

(cf. 1150—Commendations and Awards)

(cf. 7310—Naming of Facility)

Legal Reference:

—EDUCATION CODE

~~1834—Acquisition of materials and apparatus~~

~~35160—Powers and duties~~

~~35162—Power to sue, be sued, hold and convey property~~

~~41030—School district may invest surplus monies from bequest or gifts~~

~~41031—Special fund or account in county treasury~~

~~41032—Authority of school board to accept gift or bequest; investments; gift of land requirements~~

~~41035—Advisory committee~~

Series 3000 - Business and Non-Instructional Operations

- ~~41036 Function of advisory committee~~
- ~~41037 Rules and regulations~~
- ~~41038 Applicability of other provisions of chapter~~

Management Resources:

WEB SITES

~~California Consortium of Education Foundations: <http://www.cceflink.org>~~

Series 3000 – Business and Non-Instructional Operations

Advertised/Competitive Bids

Sutter County Superintendent of Schools (SCSOS) shall seek competitive bids through advertisement for contracts involving an expenditure of ~~\$175,000~~ \$200,000 or more for a public project. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving SCSOS owned, leased, or operated facility. (Public Contract Code 20111, 22002)

The SCSOS shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111; Government Code 53060)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the County
2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
3. Repairs, including maintenance that is not a public project

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping any SCSOS facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types or work, janitorial or custodial services and protection provided by a security forces, nor does it include painting, repainting, or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 1740(cf. 3311.2 – Lease-Leaseback Contracts)

When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the County Office, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs. (Education Code 17250.20, 17250.25)

No work, project, services, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for contracting after competitive bidding. (Public Contract Code 20116)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the County, or if no such newspaper exists, then in some newspaper of general circulation, circulated in the county. The Superintendent or designee also may post the notice on the County's website or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and website where bids will be opened. SCSOS may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory pre-bid conference, site visit, or meeting. The notice shall also detail when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. (Public Contract Code 6610) Bid instructions and specifications shall include the following requirements and information:

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1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)
 2. All bids for construction work shall be presented under sealed cover. ~~The SCSOS may accept a bid that has been submitted electronically or on paper. and~~ The bid shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 22152, 20111, 20112)
 - a. Cash
 - b. A cashier's check made payable to SCSOS
 - c. A certified check made payable to SCSOS
 - d. A bidder's bond executed by an admitted surety insurer and made payable to SCSOS

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

3. When ~~SCSOS provides~~ a standardized proposal form ~~to be used by prospective bidders is provided to SCSOS~~, bids not presented on ~~the that~~ standard form shall be disregarded. (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If SCSOS requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in ~~Item~~ 6.a. below shall be used. (Public Contract Code 20103.8)

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- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by SCSOS before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to SCSOS before the ranking or all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

~~7. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4. In determining the lowest bid, the County Office shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.~~

- ~~a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the determination.~~
- ~~b. When the lowest bidder is determined to be nonresponsive, the Superintendent or designee shall notify the bidder of his/her right to present evidence of his/her responsibility at a hearing before the Board.~~

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8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

Alternative Bid Procedure for Technological Supplies and Equipment

Rather than seek competitive bids, the Superintendent may use competitive negotiation when it makes a finding that SCSOS procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation shall include, but is not limited to, the following requirements: (Public Contract Code 20118.2)

1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by SCSOS, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for the receipt of the proposals.
3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiation if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The Superintendent or designee shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to SCSOS with price and all other factors considered.

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7. If the Superintendent or designee does not award the contract to the bidder whose proposal contains the lowest price, then the Superintendent shall make a finding setting forth the basis for the award.
 8. The Superintendent, at its discretion, may reject all proposals and request new RFPs.
 9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP, shall not be subject to negotiation with the successful proposer.

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of SCSOS, the Superintendent may authorize, by contract, lease, requisition, or purchase order, and other public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for SCSOS in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, SCSOS may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the County and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost and savings comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

Supplementary textbooks, library books, education films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of SCSOS, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designees shall not draft the bid specification in a manner that, either directly or indirectly, limits bidding to any one specific concern or calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification designating the specific material, product, thing, or particular brand name is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service. In such cases, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract. (Public Contract Code 3400)

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to the one designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific concern, material, product, thing, or service by brand or trade name (sole sourcing), if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use

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2. To match others in use on a particular public improvement that has been completed or is in the course of completion
 3. To obtain a necessary item that is only available from one source
 4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

Prequalification Procedure

For any contract for which bids are legally required, the Superintendent may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by SCSOS at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

SCSOS may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

California Uniform Public Cost Accounting Protocol

SCSOS is subject to the uniform construction accounting procedures set forth in Article 2 (Public Contract Code commencing with Section 22010) which states SCSOS shall enact an informal bidding ordinance to govern the selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032. The ordinance shall include all of the following:

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1. In November of each year, the SCSOS shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission.
 2. All contractors on the list for the category of work being bid or all construction trade journals specified in Public Contract Code, Section 22036, or both all contractors on the list for the category of work being bid and all construction trade journals specified in Public Contract Code, Section 22036, shall be mailed a notice inviting informal bids unless the product or service is proprietary.
 3. All mailing of notices to contractors and construction trade journals pursuant to subdivision (b) of Section 22032 shall be completed not less than ~~40~~ 15 calendar days before bids are due.
 4. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.
 5. The Superintendent may delegate the authority to award informal contracts to the Assistant Superintendent of Business Services.
 6. If all bids received are in excess of ~~one two~~ hundred ~~seventy-five~~ thousand dollars (~~\$175,000~~ \$200,000), the Board of the SCSOS may, by adoption of a resolution by a four-fifths vote, award the contract, at ~~one two~~ hundred ~~eighty-seven-twelve~~ thousand five hundred dollars (~~\$187,500~~ \$212,500) or less, to the lowest responsible bidder, if it determines the cost estimate of SCSOS was reasonable.

Protest by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law. A protest must be filed in writing with the Superintendent or designee within five working days after receipt or notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest. The Board's decision shall be final.

Series 3000 – Business and Non-Instructional Operations

Bids

In order to ensure transparency and the prudent expenditure of public funds, Sutter County Superintendent of School (SCSOS) shall award contracts in an objective manner and in accordance with the law. SCSOS equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Superintendent determines that it is in the best interest of SCSOS to do so.

When the Superintendent has determined that it is in the best interest of SCSOS, SCSOS may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Bid specification shall be carefully designed and shall describe in detail the quality, delivery, and service required.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

To assist the SCSOS in determining whether bidders are responsible, the Superintendent may require prequalification procedures as allowed by law and specified in administrative regulation.

The Uniform Public Construction Cost Accounting Act (UPCCAA)

The Uniform Public Construction Cost Accounting Act (UPCCAA) allows SCSOS to follow its procedures to change both the dollar amount limitations and the advertising procedures ordinarily applicable in competitive bidding. Rather than the usual \$15,000 bid limit for public projects applicable to Counties, under the Act, public works projects may be performed as follows:

1. Projects of ~~\$45,000~~ **\$60,000** or less may be performed by force account, negotiated contract, or purchase order
2. Projects of ~~\$175,000~~ **\$200,000** or less may be left to contract by so-called “informal bidding procedures” established in the Act
3. Projects of more than ~~\$175,000~~ **\$200,000** remain subject to standard formal bidding procedures

Existing law governing public contracts establishes procedures that public agencies, as defined, are required to follow when performing public works projects, and authorizes the governing body of the SCSOS to adopt a resolutions, by a 4/5 vote, to award the contract at ~~\$187,500~~ \$212,500 or less to the lowest responsible bidder when all informal bids on the public works project are in excess of ~~\$175,000~~ \$200,000.

In electing to become subject to the Act, SCSOS must implement and adhere to detailed notice and accounting systems published in the Cost Accounting Policies and Procedures Manual published by the California Uniform Public Construction Cost Accounting Commission.

LEGAL REFERENCE: Education Code

- [17595](#) Purchases through Department of General Services
- [38083](#) Purchase of perishable foodstuffs and seasonable commodities
- [38110](#) Purchase of supplies through county superintendent
- [38111](#) Purchases by County governing board
- [38112](#) Purchases of necessary supplies
- [39802](#) Transportation bids and contracts for services

Government Code

- [4330-4334](#) Preference of California-made materials
- [6252](#) Definition of public record
- [53060](#) Special services and advice
- [54201-54205](#) Purchase of supplies and equipment by local agencies

Public Contract Code

- [2000-2001](#) Responsive bidders
- [3002](#) Roofing projects
- [3400](#) Bids, specifications by brand or trade name not permitted
- [3410](#) United States produce and processed foods
- [6610](#) Bid visits
- [12161](#) Definitions, recycled paper products
- [12168](#) Preference for purchase of recycled paper products
- [12169](#) Bidders to specify percentage of recycled paper product
- [12200](#) Definitions, recycled goods, materials and supplies
- [20103.8](#) Award of contracts
- [12210](#) Purchase of recycled products preferred
- [12213](#) Specification by bidder of recycled content
- [20103.8](#) Award of contracts
- [20107](#) Bidder's security
- [20111-20118.4](#) School County s
- [20189](#) Bidder's security, earthquake relief
- [22002](#) Definition of public project
- [22010](#) Uniform Construction Accounting Procedures
- [22030-22045](#) Alternative procedures for public projects (UPCCAA)
- [22050](#) Alternative emergency procedures

Court Decisions

- ~~Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449~~
- ~~City of Inglewood-Los Angeles County Civic Center~~

~~Authority v. Superior Court, (1972) 7 Cal.3d 861~~

~~Management Resources: Web Sites~~

~~CSBA: www.csba.org~~

~~California Association of School Business Officials: www.casbo.org~~

FEES AND CHARGES

The ~~district~~ Sutter County Superintendent of Schools shall not require any ~~district Sutter County Superintendent of Schools~~ student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350)

When approved by the Governing Board, ~~the Superintendent~~ or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption providing for the county to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

~~(cf. 5143--Insurance)~~

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

~~(cf. 6153--School-Sponsored Trips)~~

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

~~(cf. 5142.1--Identification and Reporting of Missing Children)~~

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

~~(cf. 6142.5--Environmental Education)~~

6. Reimbursement to the County for the direct cost of materials used by students to fabricate property they will take home for their own possession and use, such as wood shop, art, or sewing projects kept by students (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, the

County provides a waiver based on financial need, and an exemption is made for any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education (Education Code 39807.5)

~~(cf. 3250—Transportation Fees)~~

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)
9. Deposit for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the County's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the County provides network access for families who cannot afford it (Education Code 17453.1)

~~(cf. 6142.4—Service Learning/Community Service Classes)~~

11. An adult education or secondary school community service class in civic, vocational, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)

~~(cf. 5142—Safety)~~

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the County's actual costs (Education Code 32033)

~~(cf. 5125—Student Records)~~

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

~~(cf. 1340—Access to District Records)~~

14. Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code

6253)

~~(cf. 5020 - Parent Rights and Responsibilities)~~

15. Food sold at school subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

~~(cf. 3550 - Food Service/Child Nutrition Program)~~

~~(cf. 3551 - Food Service Operations/Cafeteria Funds)~~

~~(cf. 3553 - Free and Reduced Price Meals)~~

~~(cf. 3554 - Other Food Sales)~~

16. In accordance with law, replacement cost or reimbursement for lost or willfully damaged ~~district County~~ books, supplies, or property, or for ~~district County~~ property loaned to a student that the student fails to return (Education Code 19910-19911, 48904)

~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~

17. Tuition for ~~district County~~ school attendance by an out-of-state and out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

~~(cf. 5111.2 - Nonresident Foreign Students)~~

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 39801.5, 52612, 60410)

~~(cf. 6200 - Adult Education)~~

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is exempted from fees by law (Education Code 8239, 8250, 8263)

~~(cf. 5148 - Child Care and Development)~~

~~(cf. 5148.3 - Preschool/Early Childhood Education)~~

20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety

and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the ~~distriet~~ county knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

~~(cf. 6142.7 – Physical Education and Activity)~~

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference ~~distriet~~ County policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the ~~distriet~~ County shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

FEES AND CHARGES

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the ~~district's~~ Sutter County Superintendent of Schools educational program, including curricular and extracurricular activities.

~~(cf. 1321 - Solicitation of Funds from and by Students)~~
~~(cf. 3100 - Budget)~~
~~(cf. 3290 - Gifts, Grants and Bequests)~~
~~(cf. 6145 - Extracurricular and Cocurricular Activities)~~

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, the ~~district Superintendent or designee Sutter County Superintendent of Schools Board~~ shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

~~(cf. 3250 - Transportation Fees)~~
~~(cf. 3515.4 - Recovery for Property Loss or Damage)~~
~~(cf. 3553 - Free and Reduced Price Meals)~~
~~(cf. 5143 - Insurance)~~
~~(cf. 9323.2 - Actions by the Board)~~

Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the County's ~~district's~~ procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

~~(cf. 1312.3 - Uniform Complaint Procedures)~~

The Superintendent or designee shall include information in the annual notification required by 5 CCR 4622 to be provided to all ~~district~~ County students, parents/guardians, employees, and other interested parties about the requirements relating to the prohibition against ~~districts the County~~ requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures. (Education Code 49013)

Series 3000 - Business and Non-Instructional Operations

~~(cf. 4112.9/4212.9/4312.9—Employee Notifications)~~
~~(cf. 5145.6—Parental Notifications)~~

The Superintendent or designee shall provide professional development opportunities to administrators, teachers, and other personnel to learn about permissible fees.

Collection of Debt

The Superintendent ~~ef or~~ designee shall, in accordance with law, recover any debt owed to the County as a result of unpaid permissible student fees approved by the Board. However, the County shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

1. Denying full credit for any class assignment
2. Denying full and equal participation in any classroom activity
3. Denying access to the library or other on-campus educational facilities
4. Denying or withholding grades or transcripts
5. Denying or withholding a diploma
6. Limiting or barring participation in an extracurricular activity, club or sport
7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony

~~(cf. 4131—Staff Development)~~
~~(cf. 4231—Staff Development)~~
~~(cf. 4331—Staff Development)~~

Legal Reference:

EDUCATION CODE

~~8239—Preschool and wraparound child care services~~
~~8263—Child care eligibility~~
~~8760-8773—Outdoor science and conservation programs~~
~~17551—Property fabricated by students~~
~~19910-19911—Offenses against libraries~~
~~32033—Eye protective devices~~
~~32221—Insurance for athletic team member~~
~~32390—Fingerprinting program~~
~~35330-35332—Excursions and field trips~~

~~35335 School camp programs~~
~~38080-38085 Cafeteria establishment and use~~
~~38120 Use of school band equipment on excursions to foreign countries~~
~~39807.5 Payment of transportation costs~~
~~39837 Transportation of students to places of summer employment~~
~~48050 Residents of adjoining states~~
~~48052 Tuition for foreign residents~~
~~48904 Liability of parent or guardian~~
~~49010-49013 Student fees~~
~~49065 Charge for copies~~
~~49066 Grades, effect of physical education class apparel~~
~~49091.14 Prospectus of school curriculum~~
~~51810-51815 Community service classes~~
~~52612 Tuition for adult classes~~
~~52613 Nonimmigrant aliens~~
~~60410 Students in classes for adults~~

GOVERNMENT CODE

~~6253 Request for copy; fee~~

CALIFORNIA CONSTITUTION

~~Article 9, Section 5 Common school system~~

CODE OF REGULATIONS, TITLE 5

~~350 Fees not permitted~~

~~4622 Notice~~

UNITED STATES CODE, TITLE 8

~~1184 Foreign students~~

COURT DECISIONS

~~Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513~~

~~Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251~~

~~Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739~~

~~Hartzell v. Connell (1984) 35 Cal. 3d 899~~

~~CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738~~

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

~~1030.97 Fiscal Management Advisory 97-02: Fees, Deposits and Other Charges~~

WEB SITES

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

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