

AGENDA
Princeton Joint Unified School District
Regular Board Meeting

Location: Princeton Junior Senior High School Library
Date: July 23, 2015
Time: 5:30 pm

The District Board Packet is available for public viewing @ The Princeton Joint Unified School District's Administrative Building located at 473 State Street, Princeton, California on the date and at the time the agenda is posted. (SB 343 -Chapter 298/2007effective July 1, 2009).

I. CALL TO ORDER

II. ROLL CALL

Cathy Withrow
 Troy Hansen
 Cindy Campbell
 Victoria Reamer
 Lance Glasgow

III. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION: Consideration of initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9. (Two potential cases)

IV. ADJOURN TO OPEN SESSION

NO EARLIER THAN 6:00PM

REGULAR BOARD MEETING

We welcome you to this meeting. Members of the public may be heard on any business item on the Board's Agenda. A person addressing the Board will be limited to five (5) minutes unless the Chairperson of the Board grants a longer period of time. Comments by members of the public on an item that appears on the Agenda will only be allowed during consideration of the item by the Board. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Board. If visitors have a complaint about a specific employee of the District, they will be advised to fill out a complaint form in accordance with Board Policy.

V. CLOSED SESSION REPORT

VI. PLEDGE OF ALLEGIANCE

VII. ACTION ITEM

1. Approval of the agenda.

VIII. PUBLIC COMMENT: An opportunity for any member of the public to address the Governing Board on any matter not on the Agenda but which is within the jurisdiction of the Board.

IX. REPORTS: STUDENT REPRESENTATIVE, DIRECTOR OF MAINTENANCE & OPERATIONS, SUPPORT SERVICES, CHIEF BUSINESS OFFICIAL, SUPERINTENDENT, BOARD MEMBERS

Student Representative/Director of Maintenance & Operations/Support Services/Chief Business Official/Superintendent/Board Member discussion of conferences, workshops and meetings attended; plus other activities of general interest.

1. Director of Maintenance, Operations & Transportation – Mr. Lance Swift
2. Chief Business Official – Mrs. Beth Penner
3. Superintendent/Principal – Mr. Cody Walker
4. Board Members

X. PRESENTATIONS: None

XI. CONSENT CALENDAR

All matters listed under the Consent Calendar are to be considered routine and without opposition. The Consent Calendar will be enacted by one motion. There will be no separate discussion of these items unless a Board member

or the Superintendent/designee requests that a specific item(s) be removed from the Consent Calendar for separate action. Any items so removed will be considered after the motion to approve the Consent Calendar:

1. Approve Board Minutes from the June 30, 2015, Regular Board Meeting. (Page 3-5)
2. Approve Bills and Warrants dated 6/30 and 7/23. (Page 6-30)

XII. DISCUSSION AND OTHER INFORMATIONAL ITEMS:

XIII. CORRESPONDENCE RECEIVED: None

XIV. PUBLIC HEARING: None

XV. ACTION ITEMS

1. Approve Warrant Register Authorized Signature sheet. (Page 31-32)
2. Approve FFA Officers Camp Trip. (Page 33-36)
3. Approve AR1312.3. (Page 37-49)

XVI. ADJOURN TO CLOSED SESSION (Only if necessary)

XVII. ADJOURN TO OPEN SESSION

XVIII. CLOSED SESSION REPORT (Only if necessary)

XIX. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Princeton Joint Unified School District at 530-439-2261 and ask for Yecenia Polanco. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)

Posted July 20, 2015 @ 4:00 pm

Posted at: Princeton High School, Princeton Elementary, Princeton Market and Princeton Post Office

PRINCETON JOINT UNIFIED SCHOOL DISTRICT

TO: Board of Trustees

DATE: July 23, 2015

FROM: Cody Walker, Superintendent/Principal
Secretary to the Board

SUBJECT: BOARD AGENDA ITEM: CONSENT ITEM

RECOMMENDATION:

Approve Board Minutes from June 30, 2015 regular meeting.

RATIONALE:

The minutes reflect the business of the meeting(s) held by the Board of Trustees.

LEGAL/COST: None

FUNDING SOURCE:

PREPARED BY: Yecenia Polanco, Superintendent's Administrative Assistant

**AGENDA
Princeton Joint Unified School District
Regular Board Meeting**

Location: Princeton Junior Senior High School Library
Date: June 30, 2015
Time: 5:30 pm

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I. CALL TO ORDER

II. ROLL CALL

- Cathy Withrow
- Troy Hansen
- Cindy Campbell
- Victoria Reamer
- Lance Glassgow

III. OPEN SESSION

REGULAR BOARD MEETING

We welcome you to this meeting. Members of the public may be heard on any business item on the Board's Agenda. A person addressing the Board will be limited to five (5) minutes unless the Chairperson of the Board grants a longer period of time. Comments by members of the public on an item that appears on the Agenda will only be allowed during consideration of the item by the Board. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Board. If visitors have a complaint about a specific employee of the District, they will be advised to fill out a complaint form in accordance with Board Policy.

IV. PLEDGE OF ALLEGIANCE

V. ACTION ITEM

1. Approval of the agenda.

Motion for approval by Lance Glassgow, seconded by Cindy Campbell

Motion carried 5-0

Campbell: Aye	Glassgow: Aye
Hansen: Aye	Reamer: Aye
Withrow: Aye	

VI. PUBLIC COMMENT: An opportunity for any member of the public to address the Governing Board on any matter not on the Agenda but which is within the jurisdiction of the Board.

VII. PRESENTATIONS: None

VIII. CONSENT CALENDAR

All matters listed under the Consent Calendar are to be considered routine and without opposition. The Consent Calendar will be enacted by one motion. There will be no separate discussion of these items unless a Board member or the Superintendent/designee requests that a specific item(s) be removed from the Consent Calendar for separate action. Any items so removed will be considered after the motion to approve the Consent Calendar:

1. Approve Board Minutes from the June 25, 2015, Regular Board Meeting. (Page 3-6)
2. Approve Bills and Warrants dated 6/24. (Page 7-10)
3. Approve Personnel Actions as Presented. (Page 11)

6. Approve 2015-16 Consolidated Application. (Page 23)

Motion for approval by Cindy Campbell, seconded by Victoria Reamer

Motion carried 5-0

Campbell: Aye	Glassgow: Aye
Hansen: Aye	Reamer: Aye
Withrow: Aye	

XII. ADJOURNMENT 5:45pm

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Princeton Joint Unified School District at 530-439-2261 and ask for Yecenia Polanco. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)

Respectfully submitted,

Cody Walker
Superintendent

Attest: _____
Cindy Campbell, Clerk of the
Board of Trustees
Princeton Joint Unified School District

PRINCETON JOINT UNIFIED SCHOOL DISTRICT

TO: Board of Trustees

DATE: July 23, 2015

FROM: Cody Walker, Superintendent/Principal
Secretary to the Board

SUBJECT: BOARD AGENDA ITEM: CONSENT ITEM

RECOMMENDATION:

Approve Bills and Warrants: Dated 6/30 and 7/15.

RATIONALE:

Payment of monthly operating bills for the school district, which are approved expenditures in the current budget.

LEGAL/COST: Various

FUNDING SOURCE: Federal/State/Local Revenue

PREPARED BY: Beth Penner, CBO/HR Director
Marjorie McIntosh, Bookkeeper/Secretary

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

GLENN COUNTY SUPERINTENDENT OF SCHOOLS
 ACCOUNTS PAYABLE SUMMARY BY OBJECT
 FOR WARRANTS DATED 07/15/2015
 Fund : 01 GENERAL FUND

Object	DESCRIPTION	AMOUNT
3400	HEALTH & WELFARE	2,776.72
3700	*** NOT ON FILE ***	1,681.08
4300	MATERIALS & SUPPLIES	1,403.56
4400	NON-CAPITAL EQUIPMENT	0.00
5500	*** NOT ON FILE ***	245.00
5600	*** NOT ON FILE ***	0.00
5800	*** NOT ON FILE ***	7,664.36
8600	*** NOT ON FILE ***	284.56
9510	ACCOUNTS PAYABLE	15,689.49
9571	HEW EE (CL 1)	6,469.90
9572	H&W ER	23,720.82
TOTAL Fund :		59,935.49

APY280 L.00.03

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

GLENN COUNTY SUPERINTENDENT OF SCHOOLS
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/15/2015 Fund : 13

07/15/15 PAGE 4
CAFETERIA

Object	DESCRIPTION	AMOUNT
4300	MATERIALS & SUPPLIES	0.00
5600	*** NOT ON FILE ***	0.00
5800	*** NOT ON FILE ***	1,237.00
9510	ACCOUNTS PAYABLE	675.34
	TOTAL Fund :	1,912.34

APY280 1.00.03

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

GLENN COUNTY SUPERINTENDENT OF SCHOOLS
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 07/15/2015

Fund : 21

BUILDING

Object	DESCRIPTION	AMOUNT
6200	BUILDINGS & IMPROVEMENT OF BLD	0.00
9510	ACCOUNTS PAYABLE	5,850.00
	TOTAL Fund :	5,850.00
	TOTAL DISTRICT:	67,697.83

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.
BATCH: 0001 WARRANTS BATCH
Fund : 01 GENERAL FUND

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 07/15/2015

WARRANT	VENDOR/ADDR	REBW	NAME (REMIT)	LN	FD Res	Y	Goal	Func	Obj	Sit	BDR	DD	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
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40247681	001413/		ZEAF													
			P.O. BOX 644006													
			CINCINNATI, OH													
				1.	01-0000-0-0000-8100-4300-004-000-00000										MAINT. ACC#6035322503552733	141.82
															MAINT. ACC#6035322503552733	385.20
															WARRANT TOTAL	\$2,731.03

40247682	000132/		MAXIMUM PEST CONTROL													
			PO BOX 340													
			MAXWELL, CA													
				1.	01-0000-0-0000-8100-5530-004-000-00000										CUSTOMER #376	245.00
															WARRANT TOTAL	\$245.00

40247683	001019/		MESSICK ACE HARDWARE													
			PO BOX 210													
			COLUMBIA, CA													
				01-0000-0-0000-8100-4300-004-000-00000											RENTAL INV#332134	94.86
				01-0000-0-0000-8100-4300-004-000-00000											MAINT. INV#332355	45.71
															WARRANT TOTAL	\$140.57

40247684	000029/		MJB WELDING SUPPLY													
			PO BOX 2166													
			CHICO, CA													
				01-0000-0-0000-8100-4300-004-000-00000											MONTHLY INV#01085491	99.00
															WARRANT TOTAL	\$99.00

40247685	001522/		MODERN ENTERPRISES SOLUTIONS													
			8026 JET PORT INDUSTRIAL BLVD.													
			TAMPA, FL													
				01-3550-0-3800-1000-4400-004-000-00000											WIRELESS PORT ELEM	7,437.87
															WARRANT TOTAL	\$7,437.87

APY250 1.00.04

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

07/15/15 PAGE 5

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 07/15/2015

BATCH: 0001 WARRANTS BATCH
Fund : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	FD	Res	Y	Goal	Func	Obj	Sic	BDR	DD	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT

WARRANT TOTAL																	

WARRANT TOTAL																	

40247692 001483/ VALLEY TRUCK & TRACTOR CO.
P.O. BOX 3010
YUBA CITY, CA 95992

CL-000001 01-0000-0-0000-8100-5630-004-000-00000 SWITCH KEY 34.80
WARRANT TOTAL \$34.80

Fund	TOTALS	TOTAL NUMBER OF CHECKS:	TOTAL ACH GENERATED:	TOTAL EFT GENERATED:	TOTAL AMOUNT OF CHECKS:	TOTAL AMOUNT OF ACH:	TOTAL AMOUNT OF EFT:
***	***	20	0	0	\$25,286.97*	\$.00*	\$.00*
***	BATCH TOTALS	20	0	0	\$25,286.97*	\$.00*	\$.00*

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.
BATCH: 0002 WARRANTS BATCH
Fund : 13 CAFETERIA

COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 07/15/2015

WARRANT	VENDOR/ADDR	NAME (REMIT)	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	AMOUNT	
REQU	REFERENCE	LN	Fd Res	Y	Goal Func Obj	Site BDR DD	DESCRIPTION
40247693	001464/	COLDUSA COUNTY ENVIRONMENTAL					
		124 E. WEBSTER STREET					
		COLDUSA, CA 95932					

PO-160004	1.	13-5310-0-0000-3700-5890-004-000-00000					ABOVE GROUND PETROLEUM	224.00
	1.	13-5310-0-0000-3700-5890-004-000-00000					APSA SURCHARGE	26.00
	1.	13-5310-0-0000-3700-5890-004-000-00000					BP OVERSIGHT SURCHARGE	35.00
	1.	13-5310-0-0000-3700-5890-004-000-00000					HMRRP PLAN IN0005014	168.00
	1.	13-5310-0-0000-3700-5890-004-000-00000					HS FOOD ESTAB IN0004848	392.00
	1.	13-5310-0-0000-3700-5890-004-000-00000					ELEM FOOD ESTAB IN0004847	392.00
							WARRANT TOTAL	\$1,237.00

40247694 000690/
HOME DEPOT CREDIT SERVICES
DEPT 32-2503552733
PO BOX 9055
DES MOINES, IA 50368-9055

CL-000014	13-5310-0-0000-3700-4300-004-000-00000						FREEZER ACC#603512503552733	89.49
							WARRANT TOTAL	\$89.49

40247695 000692/
NORCAL FOOD EQUIPMENT INC
172 COMMERCIAL AVE
CHICO, CA 95973

CL-000017	13-5310-0-0000-3700-5630-004-000-00000						WALK-IN FREEZER INV#RA501101	585.85
							WARRANT TOTAL	\$585.85

*** Fund TOTALS ***

TOTAL NUMBER OF CHECKS:	3	TOTAL AMOUNT OF CHECKS:	\$1,912.34*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*
TOTAL NUMBER OF CHECKS:	3	TOTAL AMOUNT OF CHECKS:	\$1,912.34*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*

*** BATCH TOTALS ***

APY250 1.00.04

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

07/15/15 PAGE 8

DISTRICT: 006 PRINCETON UNITED SCH. DIST. COMMERCIAL WARRANT REGISTER
FOR WARRANTS DATED 07/15/2015

BATCH: 0004 WARRANTS BATCH
Fund : 01 GENERAL FUND

WARRANT VENDOR/ADDR NAME (REMIT) DEPOSIT TYPE ABA NUM ACCOUNT NUM AMOUNT
REQ# REFERENCE LN Fd Res Y Goal Func Obj Slt Bar DD DESCRIPTION
40247697 000498/ CALIFORNIA'S VALUED TRUST
ATTN: FINANCE DEPT
PO BOX 26300
FRESNO, CA 93729-6300

PO-160007	1.	01-0000-0-0000-0000-9571-000-000000	CREDIT FOR 12 MONTH PAY	301.69-
	1.	01-0000-0-0000-0000-9571-000-000000	EE SHARE	6,771.59
	2.	01-0000-0-0000-0000-9572-000-000000	ER SHARE	23,720.82
	3.	01-0000-0-0000-2700-3701-004-000-38000	RETIREE	1,681.08
	4.	01-0000-0-0000-7110-3402-004-000-25000	SELF PAID	2,776.72
			WARRANT TOTAL	\$34,648.52

*** Fund TOTALS ***
 TOTAL NUMBER OF CHECKS: 1
 TOTAL ACH GENERATED: 0
 TOTAL EFT GENERATED: 0
 TOTAL AMOUNT OF CHECKS: \$34,648.52*
 TOTAL AMOUNT OF ACH: \$.00*
 TOTAL AMOUNT OF EFT: \$.00*

*** BATCH TOTALS ***
 TOTAL NUMBER OF CHECKS: 1
 TOTAL ACH GENERATED: 0
 TOTAL EFT GENERATED: 0
 TOTAL AMOUNT OF CHECKS: \$34,648.52*
 TOTAL AMOUNT OF ACH: \$.00*
 TOTAL AMOUNT OF EFT: \$.00*

*** DISTRICT TOTALS ***
 TOTAL NUMBER OF CHECKS: 25
 TOTAL ACH GENERATED: 0
 TOTAL EFT GENERATED: 0
 TOTAL AMOUNT OF CHECKS: \$67,697.93*
 TOTAL AMOUNT OF ACH: \$.00*
 TOTAL AMOUNT OF EFT: \$.00*

Object	DESCRIPTION	AMOUNT
2400	CLERICAL, TECHNICAL & OFFICE	205.53
4300	MATERIALS & SUPPLIES	166.10
4400	NON-CAPITAL EQUIPMENT	34,232.19
5200	TRAVEL & CONFERENCES	232.16
5500	*** NOT ON FILE ***	8,005.54
5600	*** NOT ON FILE ***	239.65
5800	*** NOT ON FILE ***	3,600.00
TOTAL Fund :		46,681.17

APY280 L.00.03

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

GLENN COUNTY SUPERINTENDENT OF SCHOOLS
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 06/30/2015 Fund : 13

06/30/15 PAGE 10
CAFETERIA

Object	DESCRIPTION	AMOUNT
2400	CLERICAL, TECHNICAL & OFFICE	88.09
5800	*** NOT ON FILE ***	1,200.00
TOTAL Fund :		1,288.09

APY280 L.00.03

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

GLENN COUNTY SUPERINTENDENT OF SCHOOLS
ACCOUNTS PAYABLE SUMMARY BY OBJECT
FOR WARRANTS DATED 06/30/2015

Fund : 21 BUILDING
06/30/15 PAGE 11

Object	DESCRIPTION	AMOUNT
6200	BUILDINGS & IMPROVEMENT OF BLD	52,119.12
	TOTAL Fund :	52,119.12
	TOTAL DISTRICT:	100,088.38

DISTRICT: 006 PRINGETON UNIFIED SCH. DIST.

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 06/30/2015

BATCH: 0094 WARRANTS BATCH

Fund : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	REC#	NAME (REMIT)	REFERENCE LN	Fd Res	Y	Goal	Func	Obj	Sit	Bdr	DD	ABA	NUM	ACCOUNT	NUM	DESCRIPTION	AMOUNT
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40247286 001515/
GRIZZLY INDUSTRIAL INC.
PO BOX 2069
BELLINGHAM, WA 98227

PO-000153 1. 01-3550-0-3800-1000-4400-003-311-00000
WARRANT TOTAL

3,023.99
\$3,023.99

40247287 001414/
INLAND BUSINESS SYSTEMS
P.O. BOX 100986
PASADENA, CA 91189-0986

PO-000152 1. 01-0000-0-1110-1000-5640-001-000-00000
WARRANT TOTAL

ELEM INV#0AB968
25.14
\$25.14

40247288 001450/
KIMBALL MIDWEST
DEPT. L-2780
COLUMBUS, OH 43260-2780

PO-000151 1. 01-0000-0-0000-8100-4300-004-000-00000
WARRANT TOTAL

MAINT. SUPPLIES INV#4281783
46.83
\$46.83

40247289 000029/
MJB WELDING SUPPLY
PO BOX 2166
CHICO, CA 95927

PO-000155 1. 01-0000-0-0000-2700-4300-004-000-00000
2. 01-3550-0-3800-1000-4400-003-311-00000
WARRANT TOTAL

HELIUM GRAD BALLONS I#01083564
27,106.54
\$27,164.25

40247290 000007/
PG&E
BOX 997300
SACRAMENTO, CA 95899-7300

PO-000156 1. 01-0000-0-0000-8100-5545-004-000-00000
1. 01-0000-0-0000-8100-5545-004-000-00000
1. 01-0000-0-0000-8100-5545-004-000-00000
1. 01-0000-0-0000-8100-5545-004-000-00000
1. 01-0000-0-0000-8100-5545-004-000-00000
1. 01-0000-0-0000-8100-5545-004-000-00000

ACG#3819977940-6 126.65
ACG#3778311276-8 132.53
ACG#323644644-4 1,563.66
ACG#4726383289-2 91.61
ACG#1965800962-6 473.43

APY250 L.00.04

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

06/30/15 PAGE 2

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

COMMERCIAL WARRANT REGISTER

BATCH: 0094 WARRANTS BATCH

FOR WARRANTS DATED 06/30/2015

Fund : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	Fd Res	Y	Goal Func	Obj	Sit	Bdr	DD	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
					1.	01-0000-0-0000-8100-5545-004-000-00000								ACCH#2007467626-1			174.70
					1.	01-0000-0-0000-8100-5545-004-000-00000								ACCH#1590800986-1			5,289.01
					1.	01-0000-0-0000-8100-5545-004-000-00000								ACCH#4101262341-3			99.71
					1.	01-0000-0-0000-8100-5545-004-000-00000								ACCH#3861644604-3			8.17
					1.	01-0000-0-0000-8100-5545-004-000-00000								ACCH#1757467642-9			46.07
																	\$8,005.54

40247291 001332/ ROCHELLE LAIRD
734 SHASTA STREET
YUBA CITY, CA 95991

PO-000154 1. 01-0000-0-0000-3600-5890-004-000-72300 BUS DRIVER REC 14-15 INV#61815 100.00
WARRANT TOTAL \$100.00

*** Fund TOTALS ***

TOTAL NUMBER OF CHECKS: 6 TOTAL AMOUNT OF CHECKS: \$38,365.75*

TOTAL ACH GENERATED: 0 TOTAL AMOUNT OF ACH: \$.00*

TOTAL EFT GENERATED: 0 TOTAL AMOUNT OF EFT: \$.00*

*** BATCH TOTALS ***

TOTAL NUMBER OF CHECKS: 6 TOTAL AMOUNT OF CHECKS: \$38,365.75*

TOTAL ACH GENERATED: 0 TOTAL AMOUNT OF ACH: \$.00*

TOTAL EFT GENERATED: 0 TOTAL AMOUNT OF EFT: \$.00*

APY250 L.00.04

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

06/30/15 PAGE 4

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 06/30/2015

BATCH: 0096 WARRANTS BATCH

CAFE CONSULTANT 4/15-5/15

Fund : 13

CAFE CONSULTANT 4/15-5/15

WARRANT	VENDOR/ADDR	REG#	NAME (REMIT)	LN	Fd	Res	Y	Goal	Func	Obj	Slt	Bdr	DD	ABA NDM	ACCOUNT NDM	DESCRIPTION	AMOUNT
40247293	001518/		J. SOON CONSULTING														1,200.00
			4979 4TH AVE.														\$1,200.00
			ORLAND, CA 95963														

PO-000158 1. 13-5310-0-0000-3700-5840-004-000-000000 CAFE CONSULTANT 4/15-5/15

WARRANT TOTAL \$1,200.00

Fund	TOTALS	TOTAL NUMBER OF CHECKS:	TOTAL ACH GENERATED:	TOTAL EFT GENERATED:	TOTAL AMOUNT OF CHECKS:	TOTAL AMOUNT OF ACH:	TOTAL AMOUNT OF EFT:
13		1	0	0	\$1,200.00*	\$.00*	\$.00*

BATCH TOTALS	TOTAL NUMBER OF CHECKS:	TOTAL AMOUNT OF CHECKS:
13	1	\$1,200.00*

TOTAL ACH GENERATED:	TOTAL AMOUNT OF ACH:
0	\$.00*

TOTAL EFT GENERATED:	TOTAL AMOUNT OF EFT:
0	\$.00*

APY250 L.00.04

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

06/30/15

PAGE 6

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 06/30/2015

BATCH: 0097 WARRANTS BATCH
Fund : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE	LN	Fd	Res	Y	Goal	Func	Obj	Slt	Bdr	DD	DEPOSIT TYPE	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT

																			\$132.16
WARRANT TOTAL																			

Fund	TOTALS ***	TOTAL NUMBER OF CHECKS:	TOTAL ACH GENERATED:	TOTAL EFT GENERATED:	TOTAL NUMBER OF CHECKS:	TOTAL ACH GENERATED:	TOTAL EFT GENERATED:	TOTAL AMOUNT OF CHECKS:	TOTAL AMOUNT OF ACH:	TOTAL AMOUNT OF EFT:
***	BATCH TOTALS ***	6	0	0	6	0	0	\$8,048.33*	\$.00*	\$.00*

APY250 L.00.04

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

06/30/15 PAGE

7

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 06/30/2015

BATCH: 0098 WARRANTS BATCH

Fund : 21

BUILDING

AMOUNT

WARRANT	VENDOR/ADDR	REQ#	NAME (REMIT)	LN	Fd Res	Y	Goal	Func	Obj	Slt	Bdr	DD	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
40247300	001516/		SCHREDER & ASSOCIATES													15,040.80
			2641 WEST SACRAMENTO AVENUE													\$15,040.80
			CHICO, CA 95973													

PO-000165 1. 21-9010-0-0000-8500-6272-001-000-28002 ELEM ROOF

WARRANT TOTAL

*** Fund	TOTALS ***	TOTAL NUMBER OF CHECKS:	TOTAL ACH GENERATED:	TOTAL EFT GENERATED:	TOTAL AMOUNT OF CHECKS:	TOTAL AMOUNT OF ACH:	TOTAL AMOUNT OF EFT:
		1	0	0	\$15,040.80*	\$.00*	\$.00*
		1	0	0	\$15,040.80*	\$.00*	\$.00*
		1	0	0	\$15,040.80*	\$.00*	\$.00*

APY250 L.00.04

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

06/30/15 PAGE 8

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 06/30/2015

BATCH: 0099 WARRANTS BATCH

Fund : 01 GENERAL FUND

WARRANT	VENDOR/ADDR	REQ#	NAME (REMIT)	LN	Fd Res	Y	Goal	Func	Obj	Slt	BDR	DD	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
---------	-------------	------	--------------	----	--------	---	------	------	-----	-----	-----	----	---------	-------------	-------------	--------

40247301 001478/
 TREVOR AIROLA
 1093 E. 8TH STREET
 CHICO, CA 95928

PO-000167		1.	01-0000-0-3800-1000-4300-003-311-00000												GAS REIMBURSEMENT	50.00
		1.	01-0000-0-3800-1000-4300-003-311-00000												MEAL REIMBURSEMENT	11.56
															WARRANT TOTAL	\$61.56

40247302 001482/
 YECENIA POLANCO
 434 PADRE PIO DR
 WILLIAMS, CA 95987

PO-000166		1.	01-0000-0-0000-2700-2400-004-000-00000												PAYROLL	117.44
		2.	01-0000-0-0000-7600-2400-004-000-00000												PAYROLL	88.09
															WARRANT TOTAL	\$205.53

*** Fund TOTALS ***

TOTAL NUMBER OF CHECKS:	2	TOTAL AMOUNT OF CHECKS:	\$267.09*
TOTAL ACH GENERATED:	0	TOTAL AMOUNT OF ACH:	\$.00*
TOTAL EFT GENERATED:	0	TOTAL AMOUNT OF EFT:	\$.00*

APY250 L.00.04

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

06/30/15 PAGE 9

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 06/30/2015

BATCH: 0099 WARRANTS BATCH

Fund : 13 CAFETERIA

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	Fd Res	Y	Goal	Func	Obj	Sit	BDR	DD	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
40247303	001482/	YECENIA POLANCO														
		434 PADRE PIO DR														
		WILLIAMS, CA 95987														

PO-000166 3. 13-5310-0-0000-3700-2400-004-000-00000 PAYROLL

WARRANT TOTAL \$88.09

*** Fund	TOTALS ***	TOTAL NUMBER OF CHECKS:	TOTAL AMOUNT OF CHECKS:
		1	\$88.09*
		0	\$.00*
		0	\$.00*
***	BATCH TOTALS ***	TOTAL NUMBER OF CHECKS:	TOTAL AMOUNT OF CHECKS:
		3	\$355.18*
		0	\$.00*
		0	\$.00*

APY250 L.00.04

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

06/30/15 PAGE 10

DISTRICT: 006 PRINCETON UNIFIED SCH. DIST.

COMMERCIAL WARRANT REGISTER

FOR WARRANTS DATED 06/30/2015

BATCH: 0100 WARRANTS BATCH

Fund : 21 BUILDING

WARRANT	VENDOR/ADDR	NAME (REMIT)	REQ#	REFERENCE LN	Fd Res	Y	Goal	Func	Obj	Sic	BDR	DD	ABA NUM	ACCOUNT NUM	DESCRIPTION	AMOUNT
---------	-------------	--------------	------	--------------	--------	---	------	------	-----	-----	-----	----	---------	-------------	-------------	--------

40247304	001500/	NICHOLS MELBURG & ROSSETTO														
		300 KNOWLCREST DRIVE														
		REDDING, CA 96002														

PO-000169				2.	21	9010	0	00000	8500	6274	001	000	28002		ELEM ROOF INV#14-2675.10-03	1,480.06
				1.	21	9010	0	00000	8500	6274	003	000	28001		HS SCIENCE INV#14-2675-05	4,948.26
															WARRANT TOTAL	\$6,428.32

40247305 001520/ RAY DALTON
CONSTRUCTION CONSULTING
3173 TANGEMAN TRAIL
PARADISE, CA 95969

PO-000168				2.	21	9010	0	00000	8500	6290	001	000	28002		HS SCIENCE/ELEM ROOF	12,500.00
				1.	21	9010	0	00000	8500	6290	003	000	28001		HS SCIENCE BUILDING	11,000.00
															WARRANT TOTAL	\$23,500.00

*** Fund TOTALS ***
TOTAL NUMBER OF CHECKS: 2 TOTAL AMOUNT OF CHECKS: \$29,928.32*
TOTAL ACH GENERATED: 0 TOTAL AMOUNT OF ACH: \$.00*
TOTAL EFT GENERATED: 0 TOTAL AMOUNT OF EFT: \$.00*

*** BATCH TOTALS ***
TOTAL NUMBER OF CHECKS: 2 TOTAL AMOUNT OF CHECKS: \$29,928.32*
TOTAL ACH GENERATED: 0 TOTAL AMOUNT OF ACH: \$.00*
TOTAL EFT GENERATED: 0 TOTAL AMOUNT OF EFT: \$.00*

*** DISTRICT TOTALS ***
TOTAL NUMBER OF CHECKS: 20 TOTAL AMOUNT OF CHECKS: \$100,088.38*
TOTAL ACH GENERATED: 0 TOTAL AMOUNT OF ACH: \$.00*
TOTAL EFT GENERATED: 0 TOTAL AMOUNT OF EFT: \$.00*

PRINCETON JOINT UNIFIED SCHOOL DISTRICT

TO: Board of Trustees

DATE: July 23, 2015

FROM: Cody Walker, Superintendent
Secretary to the Board

SUBJECT: BOARD AGENDA ITEM: ACTION ITEMS

RECOMMENDATION:

Approve Warrant Register Authorized Signature sheet (change for new Board member).

RATIONALE:

The warrant register authorized signature sheet is required for internal controls and audit purposes.

LEGAL/COST: None

FUNDING SOURCE: N/A

PREPARED BY: Beth Penner, CBO/ HR Director



**Princeton
Joint Unified
School District**

Cody Walker
SUPERINTENDENT/
PRINCIPAL

Beth Penner
CHIEF BUSINESS
OFFICIAL

Raylene Robinson
COUNSELOR

Lance Swift
DIRECTOR MOT

BOARD OF TRUSTEES

Cathy Withrow
PRESIDENT

Cindy Campbell

Lance Glassgow

Troy Hansen

Victoria Reamer

MEMORANDUM

Date: 07/23/2015

From: Beth Penner
CBO/HR Director

To: Glenn County Office of Education

Re: Authorized Signatures for Warrant Register

Cathy Withrow _____

Cindy Campbell _____

Lance Glassgow _____

Victoria Reamer _____

Troy Hansen _____

Cody Walker _____

Beth Penner _____

473 STATE STREET
POST OFFICE BOX 8
PRINCETON, CA 95970
530.439.2261
(FAX) 530.439.2113
WWW.PJUSD.ORG

Board Approved: 07/23/2015

PRINCETON JOINT UNIFIED SCHOOL DISTRICT

TO: Board of Trustees

DATE: July 23, 2015

FROM: Cody Walker, Superintendent/Principal
Secretary to the Board

SUBJECT: BOARD AGENDA ITEM: ACTION ITEM

RECOMMENDATION:

Approve proposed FFA Officers Camp trip to Gualala, CA.

RATIONALE:

Board Policy and Administrative Regulation 6153 requests that for school-sponsored trips involving out-of-state, out-of-country, trips over 100 miles one-way, or overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board.

LEGAL/COST: None

FUNDING SOURCE: None

PREPARED BY: Yecenia Polanco, Superintendents/District Administrative Secretary

PRINCETON JOINT UNIFIED SCHOOL DISTRICT
P.O. Box 8 Princeton CA 95970

FIELD TRIP REQUEST

REQUESTED BY: Trevor Airola SITE: Elementary Jr. High Sr. High
DESTINATION: Gualala CA. Elem CDS HS CDS
CHARGE FIELD TRIP TO: FFA SITE COUNCIL APPROVAL DATE: _____
(If Applicable)

Circle District Goal(s) This Trip Will Enhance: 1 2 3 4 5 6 7 8 9 10 11

DATE OF PLANNED FIELD TRIP

DATE(s): 7/16/15 DAY(s) OF THE WEEK: Fri. 7/31 - Sun. 8/2

GRADE/CLASS/ORGANIZATION: FFA # OF STUDENTS / ADULTS: 2 16
DEPARTURE TIME: 2pm (7/31) RETURN TIME: 7pm (8/2) TOTAL HOURS: _____
CHAPERONES: Trevor Airola, Jillian Farber

COST OF ADMISSION: \$ 0 Per Child \$ 0 Per Adult Other: \$ _____
TOTAL AMOUNT THAT IS STUDENTS RESPONSIBILITY: \$ 0

SUBSTITUTE TEACHER REQUIRED: YES / NO SCHOOL PREPARED SACK LUNCHES REQUIRED: YES / NO
If Yes - Total # of Sack Lunched Needed? _____

TRANSPORTATION REQUIREMENTS

TRAVEL NEEDS: _____ BUS (s) (Also Complete Gold Bus Request for District Office)
X VAN (s) (Also Complete Green Van Request for District Office)
DISTRICT DRIVER(S) REQUIRED? YES / NO TOTAL MILES ROUND TRIP: 340

Special Instructions if Any: _____

Bus w/Driver \$2.86/Mile w/o Driver \$2.00 Van w/Driver \$1.43/Mile w/o Driver \$ 1.00/Mile

APPROVALS:

Superintendent/Principal Signature Date

**** DISTRICT OFFICE USE ONLY ****

TOTAL TRIP CHARGE: \$ _____ ACCOUNT RESPONSIBILITY: _____

NOTE: Site office must receive a copy of all permission slips one day before departure and actual student list on the day of trip.

Field Trip Request Routing:

1-Form Completed 2-Forward to Principal for Approval 3-Forward to Supt. For Approval 4-Copy Sub Caller & Cafeteria
5-Copy Transportation Dept. 6-Copy Business Office 7-Copy District File

2015 FFA Officers Camp July 31st - August 2nd Tentative Itinerary

Friday, July 31st

2:00pm- Depart from Princeton Jr./Sr. High School for WalMart, Willows, CA for Grocery Shopping in pairs

4:00pm- Depart from Princeton Jr./Sr. High School

7:30pm- Arrive in at Torres Home, Gualala, CA

7:30- 8:00pm- Dinner and overview of goals

8- 9:30pm- Business Session

9- 10:30pm- Structured activity time

11:00pm- Lights out

Saturday, August 1st

7:00am- Wake-up call

8:00am- Breakfast

8:30-10:30am- Business Session

10:30-11:15am- Break/ Supervised recreation time

11:15am-1pm- Business Session

1-1:30pm- Lunch

1:30-3:30pm- Business Session

3:30-4:15pm- Break/ Supervised recreation time

4:15-7:00pm- Business Session

7- 8:00pm- Dinner

8- 10:30- Structured activity time

11:00pm- Lights out

Sunday, August 2nd

7:00am- Wake-up call

8:00am- Breakfast

8:30- 10:30am- Final Business Session

10:30- 11:30 am- Pack and load the vans

11:30am-12:00pm- Lunch

12:00pm-7:00pm- Industry tour and drive back to Princeton

7:00pm- Arrive at Princeton Jr./Sr. High School

PRINCETON JOINT UNIFIED SCHOOL DISTRICT

TO: Board of Trustees

DATE: July 23, 2015

FROM: Cody Walker, Superintendent/Principal
Secretary to the Board

SUBJECT: BOARD AGENDA ITEM: ACTION ITEM

RECOMMENDATION:

Approve adoption of revised Administrative Regulation 1312.3, Uniform Complaint Procedures/Community Relations.

RATIONALE:

Administrative Regulation 1312.3, Uniform Complaint Procedures/Community Relations is presented for Board approval.

LEGAL/COST: None

FUNDING SOURCE:

PREPARED BY: Yecenia Polanco, Superintendents' Administrative Assistant

Princeton Jt USD

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3
Community Relations

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The Governing Board district designates the following individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer-to(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and investigate coordinate the investigation of complaints and to shall ensure district compliance with law.

District Superintendent
473 State Street
Princeton, CA 95970
530-439-2261

- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

(title or position)

(address)

(telephone number)

(email)

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if

another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are knowledgeable about the laws and programs for which they are responsible assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's ~~uniform complaint procedures~~ UCP to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. ((Education Code 262.3, 49013, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

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

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall ~~make available copies of~~ ensure that all students and

parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's uniform complaint procedures free of charge. (5 CCR 4622) policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process ~~pursuant to Education Code 262.3,~~ including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination.
4. Include statements that:
 - a. ~~_____ The district is primarily responsible for~~ has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. ~~A complaint alleging retaliation, unlawful discrimination-complaint, or bullying~~ must be filed not later than six months from the date the alleged discrimination occurred, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - dd. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
 - e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

(cf. 0460 - Local Control and Accountability Plan)

f. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

eg. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

~~(cf. 5145.6 - Parental Notifications)~~

Procedures

~~The following procedures shall be used to address all h.~~ Copies of the district's UCP are available free of charge.

District Responsibilities

~~All UCP-related complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)~~

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed, ~~when a complaint meeting or hearing is scheduled,~~ and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation, unlawful discrimination, or bullying confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaint

~~Step 1: Filing of Complaint~~

~~Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)~~

~~A complaint alleging unlawful discrimination~~ The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)

3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

~~The~~4. When a complaint shall be presented to alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall ~~maintain a log of complaints received, providing each~~ inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with a code number and a date stamp the request.

6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Mediation

Within Step 2:—three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of

asexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

~~The compliance officer is encouraged to hold an investigative meeting within~~ Within 10 business days of receiving ~~the complaint or~~ compliance officer receives the complaint, the compliance officer shall begin an unsuccessful attempt to mediate investigation into the complaint. ~~This meeting~~

Within one business day of initiating the investigation, the compliance officer shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

~~The~~ with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative shall have an of the opportunity to present the complaint and compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. (5 CCR 4631) Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, ~~or his/her~~ failure or refusal to cooperate in the

investigation, or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

~~The district's refusal to~~ In accordance with law, the district shall provide the investigator with access to records and/or other information related to the allegation in the complaint, ~~or its failure or refusal~~ and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation ~~or its engagement in any other obstruction of the investigation,~~ may result in a finding, based on evidence collected, that a violation has occurred and ~~may result~~ in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

~~Step 3:—Response~~

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

OPTION 1:

Unless extended by written agreement with the complainant

~~Within 30 days of receiving the complaint,~~ the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in ~~Step #5-~~ the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

OPTION 2:

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

~~Step 4:—Final Written Decision~~

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

~~The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.~~

The consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered ~~(5 CCR 4631).~~ In reaching a factual determination, the following factors may be taken into account:

a. Statements made by any witnesses

b. The relative credibility of the individuals involved

c. How the complaining individual reacted to the incident

d. Any documentary or other evidence relating to the alleged conduct

e. Past instances of similar conduct by any alleged offenders

f. Past false allegations made by the complainant

2. The conclusion(s) of law ~~(5 CCR 4631)~~

3. Disposition of the complaint ~~(5 CCR 4631)~~

4. _____

~~4. Rationale for such disposition~~ ~~(5 CCR 4631)~~

~~5. Corrective actions, if any are warranted~~ ~~(5 CCR 4631)~~

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each

allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
- b. Individual remedies offered or provided to the subject of the complaint
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal—(5 CCR 4631)

~~7.~~

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination complaints, including discriminatory harassment, intimidation, and bullying, based on state law, the decision shall also include a notice that to the complainant must wait until that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days have elapsed from after the filing of an appeal with the CDE before

pursuing civil law remedies. (Education Code 262.3)

If an employee is disciplined as a result of 2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint, the decision is found to have merit, the compliance officer shall simply state that effective adopt any appropriate corrective action was taken permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys.

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling

2. Academic support

3. Health services

4. the employee was informed of district expectations. The Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall not give any further information as to the nature of the disciplinary action, provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

If Any complainant who is dissatisfied with the district's final written decision, the complainant may file an appeal in writing to with the CDE within 15 calendar days of receiving the district's decision. When appealing to the CDE, the (Education Code 49013, 52075; 5 CCR 4632)

The complainant must shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision

3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

~~The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.~~

~~Civil Law Remedies~~

~~A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.~~

Regulation PRINCETON JOINT UNIFIED SCHOOL DISTRICT

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(3/12 1/13) 10/14