

TRANSFER OF FUNDS

The Board of Trustees recognizes its responsibility to monitor the District's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

~~(cf. 0460—Local Control and Accountability Plan)~~

~~(cf. 3100—Budget)~~

~~(cf. 3400—Management of District Assets/Accounts)~~

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

The total amount budgeted by the District for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the District may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the District, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. -The resolution shall be filed with the County Superintendent of Schools and the eCounty aAuditor. (Education Code 42600)
2. Direct the temporary transfer of monies held in any District fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the District budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
4. ~~Specify amounts to be transferred by the county auditor and treasurer from the District's general fund to the special reserve fund during the fiscal year. If any special reserve funds~~ that are maintained for purposes other than capital outlay or other purposes pursuant to Education Code 42842 if monies in the special reserve fund are not actually encumbered for ongoing expenses, ~~the Board may~~ transfer those monies into the general fund for the general operating purposes of the District. If any monies remain in the special reserve fund at the conclusion of a project, the Board may submit a ~~by~~-written request to the County Superintendent, aAuditor, and tTreasurer to discontinue the special reserve fund and ~~;~~ transfer those monies to the District's general fund. (Education Code 42841-42843)
5. Transfer monies between other funds or accounts when authorized by law.

TRANSFER OF FUNDS (continued)*Legal Reference:*EDUCATION CODE~~78 Definition, governing board~~~~5200 Districts governed by boards of education~~~~16095 Transfer of District funds to District state school building fund~~~~41301 Section A state school fund allocation schedule~~~~42125 Designated and unappropriated fund balances~~~~42238 42251 Apportionments to Districts, especially:~~~~42238.01 42238.07 Local control funding formula~~~~42600 District budget limitation on expenditure~~~~42601 Transfers between funds to permit payment of obligations at close of year~~~~42603 Transfer of monies held in any fund or account to another fund; repayment~~~~42840 42843 Special reserve fund~~~~52616.4 Expenditures from adult education fund~~*Management Resources:*WEB SITES~~CSBA: <http://www.csba.org>~~~~California Department of Education: <http://www.cde.ca.gov>~~~~Fiscal Crisis and Management Assistance Team: <http://www.femat.org>~~*Policy Reference Disclaimer:*

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State**Description**

Ed. Code 16095	<u>Transfer of district funds to district state school building fund</u>
Ed. Code 41301	<u>Section A state school fund allocation schedule</u>
Ed. Code 42125	<u>Designated and unappropriated fund balances</u>
Ed. Code 42238-42251	<u>Apportionments to districts</u>
Ed. Code 42238.01-42238.07	<u>Local control funding formula</u>
Ed. Code 42600	<u>District budget limitation on expenditure</u>
Ed. Code 42601	<u>Transfers between funds to permit payment of obligations at close of year</u>
Ed. Code 42603	<u>Transfer of monies held in any fund or account to another fund; repayment</u>
Ed. Code 42840-42843	<u>Special reserve fund</u>
Ed. Code 5200	<u>Districts governed by boards of education</u>
Ed. Code 52616.4	<u>Expenditures from adult education fund</u>
Ed. Code 78	<u>Definition; governing board</u>

TRANSFER OF FUNDS (continued)**Management Resources****Description**

CA Department of Education Publication	California School Accounting Manual, 2019
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA
Website	Fiscal Crisis and Management Assistance Team

Cross References Code**Description**

0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
3000	Concepts And Roles
3100	Budget
3100	Budget
3300	Expenditures And Purchases
3350	Travel Expenses
3400	Management Of District Assets/Accounts
3400	Management Of District Assets/Accounts
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3470	Debt Issuance And Management
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund

~~Policy adopted: May 23, 2017~~
[First Reading: July 23, 2024](#)

BEAUMONT UNIFIED SCHOOL DISTRICT
 Beaumont, California

TRANSPORTATION FEES

Whenever the cost of providing student transportation exceeds funding provided by the state, the Board of Trustees may charge fees for home-to-school student transportation and other transportation services as expressly authorized by law.

(cf. 3260 - Fees and Charges)

(cf. 3540 - Transportation)

The Superintendent or designee shall annually submit proposed transportation fee schedules for Board approval.

The transportation fee shall be waived for ~~students with demonstrated financial need in accordance with~~ any student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth (Education Code 39807.5). ~~Eligibility for free transportation based on financial need shall be determined in accordance with the income eligibility scales used for the free and reduced-price lunch program.~~

(cf. 3553 - Free and Reduced Price Meals)

At the recommendation of the Superintendent or designee, the Board may also approve a waiver of a transportation fee for any District students.

In addition, no charge shall be made for any transportation of a 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. 3541.2 - Transportation for Students with Disabilities)

(cf. 6159 - Individualized Education Program)

Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats, or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted, or announced in any manner or used for any purpose other than the transportation program.

The Board of Trustees shall certify to the County Superintendent of Schools that the ~~d~~District has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

Legal Reference:

EDUCATION CODE

~~10900-10914.5 Community recreation program, especially:~~

~~10913 Fees for uses of school buses for community recreation purposes~~

~~35330 Excursions or field trips~~

~~39800-39860 Transportation, especially:~~

~~39801.5 Transportation fees for adults~~

~~39807.5 Payment of transportation cost; amount of payment~~

~~39809.5 Excess fees; adjustments~~

~~39837 Fees for summer employment transportation~~

TRANSPORTATION FEES (continued)

~~41850 Home to school and special education transportation~~

~~49014 Public School Fair Debt Collection Act~~

~~49557-49558 Applications for free and reduced price meals~~

~~56026 Individuals with exceptional needs~~

CODE OF REGULATIONS, TITLE 5

~~350 Fees not permitted~~

COURT DECISIONS

~~*Areadia Unified School District et al v. State Department of Education, 2 Cal. 4th 251 (1992)*~~

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

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017

WEB SITES

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

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

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<u>State</u>	<u>Description</u>
<u>5 CCR 350</u>	<u>Fees not permitted</u>
<u>Ed. Code 10900-10914.5</u>	<u>Community recreation programs</u>
<u>Ed. Code 10913</u>	<u>Fees for uses of school buses for community recreation purposes</u>
<u>Ed. Code 35330</u>	<u>Field trips and excursions; student fees</u>
<u>Ed. Code 39800-39860</u>	<u>Transportation</u>
<u>Ed. Code 39801.5</u>	<u>Transportation for adults</u>
<u>Ed. Code 39807.5</u>	<u>Payment of transportation costs by parents</u>
<u>Ed. Code 39809.5</u>	<u>Excess fees; adjustments</u>
<u>Ed. Code 39837</u>	<u>Transportation to summer employment program</u>
<u>Ed. Code 41850</u>	<u>Transportation to ROC/P, regional occupational center or program</u>
<u>Ed. Code 42238.02</u>	<u>Local Control Funding Formula</u>
<u>Ed. Code 49014</u>	<u>Public School Fair Debt Collection Act</u>
<u>Ed. Code 49557-49558</u>	<u>Applications for free and reduced-price meals</u>
<u>Ed. Code 56026</u>	<u>Individual with exceptional needs</u>

TRANSPORTATION FEES (continued)**Management Resources****Description**California Department of Education
PublicationPupil Fees, Deposits, and Other Charges, Fiscal
Management Advisory 2001, July 23, 2020Court DecisionArcadia Unified School District et. al. v. State
Department of Education, (1992) 2 Cal. 4th 251Court DecisionHartzell v. Connell, (1984) 35 Cal.3d 899WebsiteCSBA District and County Office of Education Legal
ServicesWebsiteCalifornia Department of EducationWebsiteCSBA**Cross References****Code****Description**3260Fees and Charges3260Fees and Charges3540Transportation3541Transportation Routes And Services3541.2Transportation For Students With Disabilities3553Free And Reduced Price Meals3553Free And Reduced Price Meals4119.23Unauthorized Release Of Confidential/Privileged
Information4219.23Unauthorized Release Of Confidential/Privileged
Information4319.23Unauthorized Release Of Confidential/Privileged
Information5125Student Records5125Student Records6159Individualized Education Program6159Individualized Education Program6173Education For Homeless Children6173Education For Homeless Children6173-E(1)Education For Homeless Children6173-E(2)Education For Homeless Children

TRANSPORTATION FEES (continued)

Cross References (continued)

<u>Code</u>	<u>Description</u>
<u>6178.2</u>	<u>Regional Occupational Center/Program</u>
<u>6181</u>	<u>Alternative Schools/Programs Of Choice</u>
<u>6181</u>	<u>Alternative Schools/Programs Of Choice</u>

TRANSPORTATION FEES

When approved by the Board of Trustees, the District may charge transportation fees for students traveling to and from school. (Education Code 39807.5)

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

With Board approval, the District may also charge transportation fees for:

1. Participants in a community recreation program offered pursuant to Education Code 10900-10914.5 (Education Code 10913, 39835)
2. Students traveling between the regular full-time schools ~~they would attend~~ of attendance and ~~the~~ regular full-time occupational classes provided by a regional occupational center or program (ROC/P) (Education Code 39807.5)

(cf. 6178.2 - Regional Occupational Center/Program)

3. Matriculated or enrolled adults traveling to and from school, or adults pursuing other educational purposes (Education Code 39801.5)
4. Students traveling to and from ~~their places~~ a place of employment during the summer in connection with a summer employment program for youth (Education Code 39837)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 10913, 39801.5, 39809.5, 39837)

Bus passes and tickets shall be sold at electronically if available, and at the District office, ~~and made available online~~. No money shall be collected on school buses.

Exemption from Fees

~~Upon enrollment and at the beginning of each school year parents/guardians shall receive information about income eligibility standards and application procedures for a waiver of the transportation fee. All applications and related records shall be confidential and used only for the purpose of determining a student's eligibility for a fee waiver.~~

(cf. 3553 - Free and Reduced Price Meals)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

~~Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats, or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted, or announced in any manner or used for any purpose other than the transportation program.~~

TRANSPORTATION FEES (continued)

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<u>State</u>	<u>Description</u>
<u>5 CCR 350</u>	<u>Fees not permitted</u>
<u>Ed. Code 10900-10914.5</u>	<u>Community recreation programs</u>
<u>Ed. Code 10913</u>	<u>Fees for uses of school buses for community recreation purposes</u>
<u>Ed. Code 35330</u>	<u>Field trips and excursions; student fees</u>
<u>Ed. Code 39800-39860</u>	<u>Transportation</u>
<u>Ed. Code 39801.5</u>	<u>Transportation for adults</u>
<u>Ed. Code 39807.5</u>	<u>Payment of transportation costs by parents</u>
<u>Ed. Code 39809.5</u>	<u>Excess fees; adjustments</u>
<u>Ed. Code 39837</u>	<u>Transportation to summer employment program</u>
<u>Ed. Code 41850</u>	<u>Transportation to regional occupational center or program</u>
<u>Ed. Code 42238.02</u>	<u>Local Control Funding Formula</u>
<u>Ed. Code 49557-49558</u>	<u>Applications for free and reduced-price meals</u>
<u>Ed. Code 56026</u>	<u>Individual with exceptional needs</u>
<u>Ed. Code 49014</u>	<u>Public School Fair Debt Collection Act</u>
<u>Management Resources</u>	<u>Description</u>
<u>California Department of Education Publication</u>	<u>Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 2001, July 23, 2020</u>
<u>Court Decision</u>	<u>Arcadia Unified School District et. al. v. State Department of Education, (1992) 2 Cal. 4th 251</u>
<u>Court Decision</u>	<u>Hartzell v. Connell, (1984) 35 Cal.3d 899</u>
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>
<u>Website</u>	<u>California Department of Education</u>
<u>Website</u>	<u>CSBA</u>

~~Regulation adopted: June 25, 2019~~
First Reading: July 23, 2024

BEAUMONT UNIFIED SCHOOL DISTRICT
 Beaumont, California

FEES AND CHARGES

When approved by the Board of Trustees, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the District 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 within the state or 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 District 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 District provides a waiver based on financial need, and an exemption is made for any student with a disability, or any student who is eligible for~~ whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education ~~or reduced-price meals, any student who is an English Learner, or any student who is a foster youth.~~ (Education Code 39807.5)

~~(cf. 3250—Transportation Fees)~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6178.2—Regional Occupational Center/Program)~~

FEES AND CHARGES (continued)

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 school 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 District's educational network, provided that the items are sold or leased to parents/guardians at no more than cost, and the District provides network access for families who cannot afford it (Education Code 17453.1)~~

~~(cf. 0440—District Technology Plan)~~

~~(cf. 6163.4—Student Use of Technology)~~

- ~~101.~~ An adult education or secondary school community service class in civic, vocational, literacy, health, ~~homemaking,~~ family and consumer sciences, technical, and general education, not to exceed the cost of maintaining the class (Education Code 51810 - 51815)

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

- ~~121.~~ 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 District's actual costs (Education Code 32033)

~~(cf. 3514.1—Hazardous Substances)~~

~~(cf. 5142—Safety)~~

- ~~132.~~ 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. 5125—Student Records)~~

- ~~134.~~ 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. 1340—Access to District Records)~~

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

- ~~154.~~ Food sold at school, subject to the California Universal Meals Program, free and reduced-price meal program eligibility, and other restrictions specified in law (Education Code 38084, 49501.5)

FEES AND CHARGES (continued)

~~(cf. 3550—Food Service/Child Nutrition Program)~~
~~(cf. 3551—Food Service Operations/Cafeteria Funds)~~
~~(cf. 3552—Summer Meal Program)~~
~~(cf. 3553—Free and Reduced Price Meals)~~
~~(cf. 3554—Other Food Sales)~~

156. In accordance with law, replacement cost or reimbursement for lost or willfully damaged District books, supplies, or property, or for District 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)~~

167. Tuition for District school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

~~(cf. 5111.1—District Residency)~~
~~(cf. 5111.2—Nonresident Foreign Students)~~

187. 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)~~

198. 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~~ 8211, 8213, 8252-8254)

~~(cf. 5148—Child Care and Development)~~
~~(cf. 5148.3—Preschool/Early Childhood Education)~~

2019. Participation in a before-school, ~~or~~ after-school, or intersession 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 (ASSETs) program, or Expanded Learning Opportunity (ELO) 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 District knows the student is a homeless or foster youth (Education Code 8422, 8482.6, 46120)

~~(cf. 5148.2—Before/After School Programs)~~
~~(cf. 6173—Education for Homeless Children)~~
~~(cf. 6173.1—Education for Foster Youth)~~

FEES AND CHARGES (continued)

240. 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

~~(cf. 6141.4—International Baccalaureate Program)~~

~~(cf. 6141.5—Advanced Placement)~~

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 District policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the District 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)

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<u>State</u>	<u>Description</u>
<u>5 CCR 350</u>	<u>Fees not permitted</u>
<u>5 CCR 4600-4687</u>	<u>Uniform complaint procedures</u>
<u>CA Constitution Article 9, Section 5</u>	<u>Common school system</u>
<u>Ed. Code 17453.1</u>	<u>District sale or lease of Internet appliances or personal computers to parents of students</u>
<u>Ed. Code 17551</u>	<u>Property fabricated by students</u>
<u>Ed. Code 19910-19911</u>	<u>Offenses against libraries</u>
<u>Ed. Code 32033</u>	<u>Eye protective devices</u>
<u>Ed. Code 32221</u>	<u>Insurance for athletic team member</u>
<u>Ed. Code 32390</u>	<u>Voluntary program for fingerprinting students</u>
<u>Ed. Code 35330-35332</u>	<u>Field trips</u>
<u>Ed. Code 35335</u>	<u>School camp programs</u>

FEES AND CHARGES (continued)

<u>Ed. Code 38080-38086.1</u>	<u>Cafeteria establishment and use</u>
<u>Ed. Code 38120</u>	<u>Use of school band equipment on excursions to foreign countries</u>
<u>Ed. Code 39801.5</u>	<u>Transportation for adults</u>
<u>Ed. Code 39807.5</u>	<u>Payment of transportation costs by parents</u>
<u>Ed. Code 39837</u>	<u>Transportation to summer employment program</u>
<u>Ed. Code 42238.02</u>	<u>Local Control Funding Formula</u>
<u>Ed. Code 46120</u>	<u>Expanded learning opportunities</u>
<u>Ed. Code 48050</u>	<u>Residents of adjoining states</u>
<u>Ed. Code 48052</u>	<u>Tuition for foreign residents</u>
<u>Ed. Code 48904</u>	<u>Liability of parent or guardian; withholding of grades, diplomas, transcripts</u>
<u>Ed. Code 49010-49013</u>	<u>Student fees</u>
<u>Ed. Code 49014</u>	<u>Public School Fair Debt Collection Act</u>
<u>Ed. Code 49065</u>	<u>Reasonable charge for transcripts</u>
<u>Ed. Code 49066</u>	<u>Grades; effect of physical education class apparel</u>
<u>Ed. Code 49091.14</u>	<u>Parental review of curriculum</u>
<u>Ed. Code 49501.5</u>	<u>California Universal Meals Program</u>
<u>Ed. Code 49557.5</u>	<u>Child Hunger Prevention and Fair Treatment Act of 2017</u>
<u>Ed. Code 51810-51815</u>	<u>Community service classes</u>
<u>Ed. Code 52612</u>	<u>Tuition for adult classes</u>
<u>Ed. Code 52613</u>	<u>Nonimmigrant foreign nationals</u>
<u>Ed. Code 56504</u>	<u>School records; students with disabilities</u>
<u>Ed. Code 60410</u>	<u>Books for adult classes</u>
<u>Ed. Code 8211</u>	<u>Priority for full-day early childhood education programs</u>
<u>Ed. Code 8213</u>	<u>Income eligible; definition</u>
<u>Ed. Code 8252-8254</u>	<u>Early childhood education family fees</u>

FEES AND CHARGES (continued)

<u>Ed. Code 8420-8428</u>	<u>21st Century High School After School Safety and Enrichment for Teens programs</u>
<u>Ed. Code 8760-8774</u>	<u>Outdoor science, conservation, and forestry programs</u>
<u>Gov. Code 6253</u>	<u>Request for copy; fee</u>
<u>Federal</u>	<u>Description</u>
<u>8 USC 1184</u>	<u>Foreign students</u>
<u>Management Resources</u>	<u>Description</u>
<u>California Department of Education Publication</u>	<u>Summer School, Third Parties, and Tuition Fees, Fiscal Management Advisory 22-01, September 1, 2022</u>
<u>California Department of Education Publication</u>	<u>Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 20-01, July 23, 2020</u>
<u>Court Decision</u>	<u>CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738</u>
<u>Court Decision</u>	<u>Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513</u>
<u>Court Decision</u>	<u>Hartzell v. Connell (1984) 35 Cal. 3d 899</u>
<u>Court Decision</u>	<u>Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739</u>
<u>Court Decision</u>	<u>Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251</u>
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>
<u>Website</u>	<u>California Department of Education</u>
<u>Website</u>	<u>CSBA</u>

Cross References

<u>Code</u>	<u>Description</u>
<u>0410</u>	<u>Nondiscrimination In District Programs And Activities</u>
<u>0415</u>	<u>Equity</u>

FEES AND CHARGES (continued)

<u>0440</u>	<u>District Technology Plan</u>
<u>0440</u>	<u>District Technology Plan</u>
<u>1230</u>	<u>School-Connected Organizations</u>
<u>1230</u>	<u>School-Connected Organizations</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1312.3</u>	<u>Uniform Complaint Procedures</u>
<u>1321</u>	<u>Solicitation Of Funds From And By Students</u>
<u>1321</u>	<u>Solicitation Of Funds From And By Students</u>
<u>3100</u>	<u>Budget</u>
<u>3100</u>	<u>Budget</u>
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<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
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<u>4112.9-E PDF(1)</u>	<u>Employee Notifications</u>
<u>4131</u>	<u>Staff Development</u>
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<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
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<u>6200</u>	<u>Adult Education</u>
<u>6200</u>	<u>Adult Education</u>
<u>9323.2</u>	<u>Actions By The Board</u>
<u>9323.2</u>	<u>Actions By The Board</u>
<u>9323.2-E PDF(1)</u>	<u>Actions By The Board</u>

CONTRACTS

The Board of Trustees recognizes its responsibility to enter into contracts on behalf of the District for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of District goals. In exercising this authority to enter into a contract, the Board shall ensure that the District's interest is protected, ~~and~~ that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

~~(cf. 2121 Superintendent's Contract)~~

~~(cf. 3311 Bids)~~

~~(cf. 4312.1 Contracts)~~

~~(cf. 9124 Attorney)~~

In addition, Board members and District employees involved in the making of contracts on behalf of the District shall comply with the District's conflict of interest policy as specified in Board Bylaw 9270 – Conflict of Interest.

The Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the District. To be valid or to constitute an enforceable obligation against the District, all such contracts must be approved and/or ratified by the Board.

~~(cf. 3300 Expenditures and Purchases)~~

~~(cf. 3314 Payment for Goods and Services)~~

Every contract entered into on behalf of the District shall be made available for public inspection, except when the law prohibits disclosure. No contract shall prohibit a District employee from disparaging the goods or services of any contracting party.

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

Contracts for Non-nutritious Foods or Beverages

The District shall not enter into or renew a contract for the sale of foods or beverages that do not meet applicable nutritional standards specified in Education Code 49431-49431.7, 5 CCR 15500-15501 or 15575-15578, or 7 CFR 210.11 or 220.12, unless the contract specifies that such sale will occur off campus or outside the time restriction specified in the applicable law.

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

~~(cf. 3555 Nutrition Program Compliance)~~

Before the District enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious foods as defined in law, the Board shall ensure that the District has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

CONTRACTS (continued)

The Superintendent or designee shall develop the District's internal control procedures to protect the integrity of public funds. Such internal controls may include, but not be limited to, the following:

1. Procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

~~(cf. 3100—Budget)~~

~~(cf. 3400—Management of District Assets/Accounts)~~

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

2. Procedures to ensure that District personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for District proceeds directly to the control office.

To ensure that funds raised by the contract benefit District schools and students:

1. The Superintendent or designee may invite parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.

~~(cf. 1220—Citizen Advisory Committees)~~

2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the District's vision and goals.

~~(cf. 0000—Vision)~~

~~(cf. 0100—Philosophy)~~

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

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the District and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.
4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fundraising activities.

~~(cf. 1230—School Connected Organizations)~~

~~(cf. 1321—Solicitation of Funds from and by Students)~~

Any contract for the sale or advertisement of non-nutritious foods or carbonated or non-nutritious beverages shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

CONTRACTS (continued)

~~(cf. 3311—Bids)~~

The Board shall not enter into or renew any contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, ~~or on~~ non-nutritious foods until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

~~(cf. 9322—Agendas/Meeting Materials)~~

~~(cf. 9323—Meeting Conduct)~~

The public hearing shall include, but not be limited to, a discussion of the nutritional value of foods and beverages sold within the District; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the foods and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

~~(cf. 5030—Student Wellness)~~

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the District or a District school from making any part of the contract public. (Education Code 35182.5)

Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

~~(cf. 9320—Meetings and Notices)~~

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the District cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

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

4. As part of the District's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.

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

CONTRACTS (continued)

5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. A request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The District may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the District that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other District employee, and do not include de-identified information. (Education Code 49073.1)

~~(cf. 5125—Student Records)~~

Any such contract shall contain all of the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the District
2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content

CONTRACTS (continued)

8. A description of how the District and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the District may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school District employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the Board shall ensure that the District meets the numerous conditions specified in Education Code 45103.1.

(cf. 4200—Classified Personnel)

In addition, the District may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new District functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
2. The services contracted are not available within the District, cannot be performed satisfactorily by District employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the District.
3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
3. The District's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary District hiring process.
5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the District in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the District's regular or ordinary hiring process would frustrate their very purpose.

CONTRACTS (continued)*Legal Reference:*EDUCATION CODE~~200-262.4 Prohibition of discrimination on the basis of sex~~~~14505 Provisions required in contracts for audits~~~~17250.10-17250.55 Design-build contracts~~~~17595-17606 Contracts~~~~35182.5 Contract prohibitions~~~~45103.1 Personal services contracts~~~~45103.5 Contracts for management consulting service related to food service~~~~49073.1 Contract requirements for digital storage, maintenance and retrieval of student records~~~~49431-49431.7 Nutritional standards~~CODE OF CIVIL PROCEDURE~~685.010 Rate of interest~~GOVERNMENT CODE~~12990 Nondiscrimination and compliance employment programs~~~~53260 Contract provision re maximum cash settlement~~~~53262 Ratification of contracts with administrative officers~~LABOR CODE~~1775 Penalties for violations~~~~1810-1813 Working hours~~PUBLIC CONTRACT CODE~~4100-4114 Subletting and subcontracting fair practices~~~~7104 Contracts for excavations; discovery of hazardous waste~~~~7106 Nonecollusion affidavit~~~~20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder~~~~20104.50 Construction Progress Payments~~~~22300 Performance retentions~~CODE OF REGULATIONS, TITLE 5~~15500 Food sales by student organizations~~~~15501 Sales in high schools and junior high schools~~~~15575-15578 Food and beverage requirements outside of the federal school meal programs~~UNITED STATES CODE, TITLE 20~~1232g Family Educational Rights and Privacy Act~~~~1681-1688 Title IX, discrimination~~CODE OF FEDERAL REGULATIONS, TITLE 7~~210.1-210.31 National School Lunch Program~~~~220.1-220.21 National School Breakfast Program~~*Management Resources:*CSBA PUBLICATIONS~~Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005~~WEB SITES~~CSBA: <http://www.csba.org>~~~~California Association of School Business Officials: <http://www.casbo.org>~~

CONTRACTS (continued)Policy Reference Disclaimer:

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

<u>State</u>	<u>Description</u>
<u>5 CCR 15500</u>	<u>Food sales in elementary schools</u>
<u>5 CCR 15501</u>	<u>Food sales in high schools and junior high schools</u>
<u>5 CCR 15575-15578</u>	<u>Requirements for foods and beverages outside the federal meals program</u>
<u>Ed. Code 14505</u>	<u>Provisions required in contracts for audits</u>
<u>Ed. Code 17250.10-17250.55</u>	<u>Design-build contracts</u>
<u>Ed. Code 17595-17606</u>	<u>Contracts</u>
<u>Ed. Code 200-262.4</u>	<u>Prohibition of discrimination</u>
<u>Ed. Code 35182.5</u>	<u>Contracts for advertising</u>
<u>Ed. Code 45103.1</u>	<u>Personal services contracts</u>
<u>Ed. Code 45103.5</u>	<u>Contracts for management consulting services; restrictions</u>
<u>Ed. Code 49073.1</u>	<u>Contract requirements for digital storage, maintenance and retrieval of student records</u>
<u>Ed. Code 49431-49431.7</u>	<u>Nutritional standards</u>
<u>Gov. Code 12990</u>	<u>Nondiscrimination and compliance employment programs</u>
<u>Gov. Code 53260</u>	<u>Contract provision re maximum cash settlement</u>
<u>Gov. Code 53262</u>	<u>Employment contracts</u>
<u>Gov. Code 84308</u>	<u>Campaign disclosure</u>
<u>Lab. Code 1775</u>	<u>Penalties for violations</u>
<u>Lab. Code 1810-1813</u>	<u>Working hours</u>
<u>Pub. Cont. Code 20104.50</u>	<u>Timely progress payments</u>
<u>Pub. Cont. Code 20111</u>	<u>Contracts over \$50,000; contracts for construction; award to lowest responsible bidder</u>
<u>Pub. Cont. Code 22300</u>	<u>Performance retentions</u>
<u>Pub. Cont. Code 4100-4114</u>	<u>Subletting and subcontracting fair practices</u>
<u>Pub. Cont. Code 6102</u>	<u>Awarding of contracts</u>
<u>Pub. Cont. Code 7104</u>	<u>Contracts for excavations; discovery of hazardous waste</u>
<u>Pub. Cont. Code 7106</u>	<u>Noncollusion affidavit</u>
<u>Federal</u>	<u>Description</u>
<u>20 USC 1232g</u>	<u>Family Educational Rights and Privacy Act (FERPA) of 1974</u>

CONTRACTS (continued)20 USC 1681-1688Title IX of the Education Amendments of 1972;
discrimination based on sex7 CFR 210.1-210.31National School Lunch Program7 CFR 220.1-220.21National School Breakfast Program**Management Resources****Description**CSBA PublicationStudent Wellness: A Healthy Food and Physical
Activity Policy Resource Guide, rev. 2005CSBA PublicationStudent Wellness: A Healthy Food and Physical
Activity Policy Resource Guide, rev. April 2006WebsiteCSBA District and County Office of Education Legal
ServicesWebsiteCSBAWebsiteCalifornia Association of School Business Officials**Cross References****Code****Description**0100Philosophy0200Goals For The School District0440District Technology Plan0440District Technology Plan1220Citizen Advisory Committees1220Citizen Advisory Committees1230School-Connected Organizations1230School-Connected Organizations1321Solicitation Of Funds From And By Students1321Solicitation Of Funds From And By Students1325Advertising And Promotion1340Access To District Records1340Access To District Records1700Relations Between Private Industry And The Schools3000Concepts And Roles3100Budget3100Budget3230Federal Grant Funds3230Federal Grant Funds3290Gifts, Grants And Bequests3300Expenditures And Purchases3311Bids3311Bids3311.1Uniform Public Construction Cost Accounting
Procedures3311.1Uniform Public Construction Cost Accounting
Procedures3311.4Procurement Of Technological Equipment3314Payment For Goods And Services3314Payment For Goods And Services

CONTRACTS (continued)

<u>3400</u>	<u>Management Of District Assets/Accounts</u>
<u>3400</u>	<u>Management Of District Assets/Accounts</u>
<u>3460</u>	<u>Financial Reports And Accountability</u>
<u>3460</u>	<u>Financial Reports And Accountability</u>
<u>3470</u>	<u>Debt Issuance And Management</u>
<u>3511.1</u>	<u>Integrated Waste Management</u>
<u>3511.1</u>	<u>Integrated Waste Management</u>
<u>3540</u>	<u>Transportation</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3555</u>	<u>Nutrition Program Compliance</u>
<u>3555-E PDF(1)</u>	<u>Nutrition Program Compliance</u>
<u>3600</u>	<u>Consultants</u>
<u>4030</u>	<u>Nondiscrimination In Employment</u>
<u>4030</u>	<u>Nondiscrimination In Employment</u>
<u>4112.23</u>	<u>Special Education Staff</u>
<u>4112.4</u>	<u>Health Examinations</u>
<u>4132</u>	<u>Publication Or Creation Of Materials</u>
<u>4200</u>	<u>Classified Personnel</u>
<u>4200</u>	<u>Classified Personnel</u>
<u>4212.4</u>	<u>Health Examinations</u>
<u>4232</u>	<u>Publication Or Creation Of Materials</u>
<u>4312.1</u>	<u>Contracts</u>
<u>4312.4</u>	<u>Health Examinations</u>
<u>4332</u>	<u>Publication Or Creation Of Materials</u>
<u>5030</u>	<u>Student Wellness</u>
<u>5125</u>	<u>Student Records</u>
<u>5125</u>	<u>Student Records</u>
<u>5145.6</u>	<u>Parent/Guardian Notifications</u>
<u>5145.6-E PDF(1)</u>	<u>Parent/Guardian Notifications</u>
<u>6162.6</u>	<u>Use Of Copyrighted Materials</u>
<u>6162.6</u>	<u>Use Of Copyrighted Materials</u>
<u>7140</u>	<u>Architectural And Engineering Services</u>
<u>7140</u>	<u>Architectural And Engineering Services</u>
<u>9000</u>	<u>Role Of The Board</u>
<u>9124</u>	<u>Attorney</u>
<u>9320</u>	<u>Meetings And Notices</u>
<u>9322</u>	<u>Agenda/Meeting Materials</u>
<u>9323</u>	<u>Meeting Conduct</u>

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

The Board of Trustees recognizes its fiduciary responsibility to effectively manage and safeguard the District's assets and resources in order to help achieve the District's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the District's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. ~~He/she~~ The Superintendent or designee shall ensure that the District's accounting system provides ongoing internal controls and meets generally accepted accounting standards, as specified by the California Department of Education and, as appropriate, the Governmental Accounting Standards Board (GASB). When required by law or as directed by the Board, and in accordance with Board Policy and Administrative Regulation 3460 – Financial Reports and Accountability, the Superintendent or designee shall submit to the Board reports of the District's financial status.

~~(cf. 3000 – Concepts and Roles)~~

~~(cf. 3100 – Budget)~~

~~(cf. 3300 – Expenditures and Purchases)~~

~~(cf. 3312 – Contracts)~~

~~(cf. 3314 – Payment for Goods and Services)~~

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

Capital Assets

The ~~Board of Trustees~~ Superintendent or designee shall develop a system to accurately identify and value District assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

~~(cf. 3440 – Inventories)~~

Internal Controls/Fraud Prevention

The Board of Trustees expects Board members, employees, consultants, vendors, contractors, and other parties maintaining a business relationship with the District to act with integrity and due diligence in dealings involving the District's assets and fiscal resources.

Board members and District employees involved in the making of contracts on behalf of the District shall comply with the District's conflict of interest policy as specified in Board Bylaw 9270 – Conflict of Interest.

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the District, assist with effective and efficient operation of the District, produce reliable financial information, and ensure

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

compliance with all applicable laws and regulations. These internal controls may include, but are not limited to, segregating and monitoring employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; developing timely reconciliations of budgets, ledgers, and accounts; conducting background checks on business office employees; and requiring continuous in-service training for business office staff and board members on the importance of fraud prevention, financial management, budget, and governance.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to the employee's immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

(cf. 4119.1/4219.1/4319.1 – Civil and Legal Rights)

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the District's auditors, the Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement agencies, or other governmental entities, as appropriate.

The Superintendent or designee shall provide regular reports to the Board on the status of the District's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

*Legal Reference:*EDUCATION CODE*14500-14508 – Financial and compliance audits**35035 – Powers and duties of superintendent**35250 – Duty to keep certain records and reports**41010-41023 – Accounting regulations, budget controls and audits**42600-42603 – Control of expenditures**42647 – Drawing of warrants by District on county treasurer; form; reports, statements and other data*GOVERNMENT CODE*53995-53997 – Obligation of contract**Management Resources:*CSBA PUBLICATIONS*Maximizing School Board Governance: Budget Planning and Adoption, 2006**Maximizing School Board Governance: Fiscal Accountability, 2006**School Finance CD-ROM, 2005*GOVERNMENTAL ACCOUNTING STANDARDS BOARD*Statement 34, Basic Financial Statements—and Management's Discussion and Analysis—For State and Local Governments, June 1999*

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

WEB SITESCSBA: <http://www.csba.org>California Association of School Business Officials: <http://www.casbo.org>California Department of Education, School Finance: <http://www.ede.ca.gov/fg>California State Controller's Office: <http://www.seo.ca.gov>Fiscal Crisis & Management Assistance Team: <http://www.femat.org>Governmental Accounting Standards Board: <http://www.gasb.org>School Services of California: <http://www.sscal.com>

Policy _____ **BEAUMONT UNIFIED SCHOOL DISTRICT**
 adopted: May 23, 2017 _____ Beaumont, California

Legal Reference:EDUCATION CODE200-262.4 Prohibition of discrimination on the basis of sex14505 Provisions required in contracts for audits17250.10-17250.55 Design-build contracts17595-17606 Contracts35182.5 Contract prohibitions45103.1 Personal services contracts45103.5 Contracts for management consulting service related to food service49073.1 Contract requirements for digital storage, maintenance and retrieval of student records49431-49431.7 Nutritional standardsCODE OF CIVIL PROCEDURE685.010 Rate of interestGOVERNMENT CODE12990 Nondiscrimination and compliance employment programs53260 Contract provision re maximum cash settlement53262 Ratification of contracts with administrative officersLABOR CODE1775 Penalties for violations1810-1813 Working hoursPUBLIC CONTRACT CODE4100-4114 Subletting and subcontracting fair practices7104 Contracts for excavations; discovery of hazardous waste7106 Nonecollusion affidavit20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder20104.50 Construction Progress Payments22300 Performance retentionsCODE OF REGULATIONS, TITLE 515500 Food sales by student organizations15501 Sales in high schools and junior high schools15575-15578 Food and beverage requirements outside of the federal school meal programsUNITED STATES CODE, TITLE 201232g Family Educational Rights and Privacy Act1681-1688 Title IX, discriminationCODE OF FEDERAL REGULATIONS, TITLE 7210.1-210.31 National School Lunch Program220.1-220.21 National School Breakfast ProgramManagement Resources:CSBA PUBLICATIONSStudent Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005WEB SITESCSBA: <http://www.csba.org>California Association of School Business Officials: <http://www.casbo.org>

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)Policy Reference Disclaimer:

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

StateEd. Code 1241.5Ed. Code 14500 – 14508Ed. Code 35035Ed. Code 35250Ed. Code 41010 – 41023Ed. Code 42600 – 42603Ed. Code 42647Gov. Code 1090 – 1099Gov. Code 53995 – 53997Gov. Code 84308Gov. Code 87100 – 87500**Description**Audit by County SuperintendentFinancial and Compliance auditsPowers and duties of the Superintendent; transfer authorityDuty to keep certain records and reportsAccounting regulations; budget controls and auditsControls of expendituresDrawing of warrants by District on County Treasurer; form; reports, statements, and other dataProhibitions applicable to specified officersObligation of contractCampaign DisclosurePolitical Reform Act**Management Resources**Governmental Accounting Standards Board PublicationGovernmental Accounting Standards Board StatementGovernmental Accounting Standards Board PublicationGovernmental Accounting Standards Board StatementGovernmental Accounting Standards Board Statement**Description**Implementation Guide No. 2023-21, Implementation Guidance Update – 2023, June 2023Statement 96, Subscription-Based Information Technology Arrangements, May 2020Implementation Guide No. 2019-3, Leases, August 2019Statement 87, Leases, June 2017Statement 34, Basic Financial Statements and Management’s Discussion and Analysis – For State and Local Governments, June 1999WebsiteCSBA District and County Office of Education Legal ServicesWebsiteGovernmental Accounting Standards BoardWebsiteCalifornia State ControllerWebsiteCalifornia Department of Education, Finance and GrantsWebsiteCSBAWebsiteFiscal Crisis and Management Assistance TeamWebsiteCalifornia Association of School Business OfficialsWebsiteSchool Services of California, Inc.

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)**Cross References**

<u>Code</u>	<u>Description</u>
<u>3000</u>	<u>Concepts And Roles</u>
<u>3100</u>	<u>Budget</u>
<u>3100</u>	<u>Budget</u>
<u>3110</u>	<u>Transfer of Funds</u>
<u>3230</u>	<u>Federal Grant Funds</u>
<u>3230</u>	<u>Federal Grant Funds</u>
<u>3300</u>	<u>Expenditures And Purchases</u>
<u>3312</u>	<u>Contracts</u>
<u>3314</u>	<u>Payment For Goods And Services</u>
<u>3314</u>	<u>Payment For Goods And Services</u>
<u>3314.2</u>	<u>Revolving Funds</u>
<u>3430</u>	<u>Investing</u>
<u>3430</u>	<u>Investing</u>
<u>3440</u>	<u>Inventories</u>
<u>3451</u>	<u>Petty Cash Funds</u>
<u>3452</u>	<u>Student Activity Funds</u>
<u>3460</u>	<u>Financial Reports And Accountability</u>
<u>3460</u>	<u>Financial Reports And Accountability</u>
<u>3470</u>	<u>Debt Issuance And Management</u>
<u>3511</u>	<u>Energy and Water Management</u>
<u>3511</u>	<u>Energy and Water Management</u>
<u>3530</u>	<u>Risk Management/Insurance</u>
<u>3530</u>	<u>Risk Management/Insurance</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>4112.6</u>	<u>Personnel Files</u>
<u>4119.1</u>	<u>Civil and Legal Rights</u>
<u>4119.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4151</u>	<u>Employee Compensation</u>
<u>4212.6</u>	<u>Personnel Files</u>
<u>4219.1</u>	<u>Civil and Legal Rights</u>
<u>4219.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4251</u>	<u>Employee Compensation</u>
<u>4312.6</u>	<u>Personnel Files</u>
<u>4319.1</u>	<u>Civil and Legal Rights</u>

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

<u>4319.23</u>	<u>Unauthorized Release of Confidential/Privileged Information</u>
<u>4351</u>	<u>Employee Compensation</u>
<u>5126</u>	<u>Awards for Achievement</u>
<u>5126</u>	<u>Awards for Achievement</u>
<u>9124</u>	<u>Attorney</u>
<u>9270</u>	<u>Conflict of Interest</u>

Policy adopted: May 23, 2017
First Reading: July 23, 2024:

BEAUMONT UNIFIED SCHOOL DISTRICT
Beaumont, California

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

Accounts

The District's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education (CDE) School Accounting Manual. (Education Code 41010)

The District shall utilize CDE's standardized account code structure (SACS) software to develop financial reports. The District's accounting system shall comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB) and meet other state and federal reporting guidelines.

The Superintendent or designee shall ensure that funds are encumbered in the District accounting records immediately after an expenditure is committed for subsequent payment.

~~(cf. 3110 – Transfer of Funds)~~

~~Fraud Prevention and Investigation~~
Fraud and Misappropriation of Funds

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document
3. Misappropriation of funds, securities, supplies, or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of District information or activities
6. Disclosing confidential and/or proprietary information to outside parties

~~(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)~~

7. Disclosing investment activities engaged in or contemplated by the District

~~(cf. 3430 – Investing)~~

8. Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the District
9. Destroying, removing, or inappropriately using of records, furniture, fixtures, or equipment
10. Failing to provide financial records to authorized state or local entities

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

11. Overstating income, expenses, or misreporting time

12. Failing to report a conflict of interest

13. Any other dishonest or fraudulent act

District Investigation

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Board of Trustees. The final disposition of the matter, and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation, and discussing or disclosing the result of any investigation shall be made in consultation with legal counsel.

County Office of Education Investigation

The District shall cooperate with the County Superintendent of Schools, Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement, or other governmental entities that conduct a fraud investigation, in accordance with law. (Education Code 1241.5)

Legal Reference:**EDUCATION CODE**

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17250.10-17250.55 Design build contracts

17595-17606 Contracts

35182.5 Contract prohibitions

45103.1 Personal services contracts

45103.5 Contracts for management consulting service related to food service

49073.1 Contract requirements for digital storage, maintenance and retrieval of student records

49431-49431.7 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

7106 Noncollusion affidavit
20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder
20104.50 Construction Progress Payments
22300 Performance retentions
CODE OF REGULATIONS, TITLE 5
15500 Food sales by student organizations
15501 Sales in high schools and junior high schools
15575-15578 Food and beverage requirements outside of the federal school meal programs
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX, discrimination
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program

Management Resources:

CSBA PUBLICATIONS
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005
WEB SITES
CSBA: <http://www.csba.org>
California Association of School Business Officials: <http://www.casbo.org>

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State

Ed. Code 1241.5	Audit by County Superintendent
Ed. Code 14500 – 14508	Financial and Compliance audits
Ed. Code 35035	Powers and duties of the Superintendent; transfer authority
Ed. Code 35250	Duty to keep certain records and reports
Ed. Code 41010 – 41023	Accounting regulations; budget controls and audits
Ed. Code 42600 – 42603	Controls of expenditures
Ed. Code 42647	Drawing of warrants by District on County Treasurer; form; reports, statements, and other data
Gov. Code 1090 – 1099	Prohibitions applicable to specified officers
Gov. Code 53995 – 53997	Obligation of contract
Gov. Code 84308	Campaign Disclosure
Gov. Code 87100 – 87500	Political Reform Act

Management Resources

Governmental Accounting Standards Board Publication	Implementation Guide No. 2023-21, Implementation Guidance Update – 2023, June 2023
Governmental Accounting Standards Board Statement	Statement 96, Subscription-Based Information Technology Arrangements, May 2020

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

Governmental Accounting Standards Board Publication	Implementation Guide No. 2019-3, Leases, August 2019
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis – For State and Local Governments, June 1999
Website	CSBA District and County Office of Education Legal Services
Website	Governmental Accounting Standards Board
Website	California State Controller
Website	California Department of Education, Finance and Grants
Website	CSBA
Website	Fiscal Crisis and Management Assistance Team
Website	California Association of School Business Officials
Website	School Services of California, Inc.

Cross References

<u>Code</u>	<u>Description</u>
<u>3000</u>	<u>Concepts And Roles</u>
<u>3100</u>	<u>Budget</u>
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<u>3110</u>	<u>Transfer of Funds</u>
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<u>3511</u>	<u>Energy and Water Management</u>
<u>3511</u>	<u>Energy and Water Management</u>
<u>3530</u>	<u>Risk Management/Insurance</u>
<u>3530</u>	<u>Risk Management/Insurance</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS (continued)

<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>4112.6</u>	Personnel Files
<u>4119.1</u>	Civil and Legal Rights
<u>4119.23</u>	Unauthorized Release of Confidential/Privileged Information
4151	Employee Compensation
<u>4212.6</u>	Personnel Files
4219.1	Civil and Legal Rights
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4251	Employee Compensation
<u>4312.6</u>	Personnel Files
<u>4319.1</u>	Civil and Legal Rights
4319.23	Unauthorized Release of Confidential/Privileged Information
4351	Employee Compensation
<u>5126</u>	Awards for Achievement
<u>5126</u>	Awards for Achievement
<u>9124</u>	<u>Attorney</u>
9270	Conflict of Interest

~~The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.~~

~~(cf. 4112.6/4212.6/4312.6 – Personnel Files)~~

~~(cf. 4119.1/4219.1/4319.1 – Civil and Legal Rights)~~

FINANCIAL REPORTS AND ACCOUNTABILITY

The Board of Trustees is committed to ensuring public accountability and the fiscal health of the District. The Board shall adopt sound fiscal management policies and practices, oversee the District's financial condition, and continually evaluate whether the District's budget and financial operations support the District's goals for student achievement.

(cf. 3100—Budget)

(cf. 3110—Transfer of Funds)

(cf. 3300—Expenditures and Purchases)

(cf. 3430—Investing)

(cf. 4143/4243—Negotiations/Consultation)

(cf. 9000—Role of the Board)

The Superintendent or designee shall ensure that District ~~all~~ financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). ~~He/she~~ The Superintendent or designee shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

(cf. 3400—Management of District Assets/Accounts)

When required by law or as directed by the Board, the Superintendent or designee shall submit to the Board reports of the District's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When submission of any such report to a local, state, and/or federal agency requires prior Board approval ~~must be approved by the Board prior to its submission to a local, state, and/or federal agency~~, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report without breaking ~~and meet~~ any applicable submission deadline.

The Board shall regularly ~~communicate~~ assess the District's financial position and communicate the results to the public, and ~~to the public and~~ shall use financial reports to determine ~~what the~~ actions and budget amendments, if any, that are needed to ensure the District's financial stability.

(cf. 1340—Access to District Records)

If District conditions predict fiscal distress or indicate that the District might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall take action to ~~quickly to identify and~~ resolve these conditions without delay. The Board shall work cooperatively with the County Superintendent of Schools to improve the District's fiscal health and may contract with an external individual or organization to ~~advise~~ provide the District ~~on fiscal matters~~ with needed advice or fiscal management or training.

If the District is facing fiscal insolvency, the Board may consider applying to the state for an emergency apportionment that exceeds 200 percent of the District's recommended reserve. Before applying for such emergency apportionment, the Board shall discuss, at a regular or special meeting, the need for an emergency apportionment and receive testimony regarding the apportionment from parents/guardians, the exclusive representatives of employees of the District, and other members of the community. (Education Code 41326)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the District's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall, at a regular or special meeting, adopt a resolution identifying, pursuant to Government Code 7900-7914, the District's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

(cf. 9322 Agenda/Meeting Materials)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

Each fiscal year, ~~the~~ Superintendent or designee shall submit two interim ~~fiscal~~ reports to the Board. ~~The~~ first report shall covering the District's financial and budgetary status for the period ending October 31 and the second report shall covering the period ending January 31. These reports and supporting data shall be made available by the District for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and ~~certify~~, on the basis of the interim report and any additional financial information known by the Board, shall certify in writing whether the District will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the District will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the District may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the District will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

If the District's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

Whenever the District receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent ~~under the authority granted to him/her pursuant to~~. (Education Code 42131)

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the District's fund and cash balances through June 30. (Education Code 42131)

~~If At any time during the fiscal year, when the County Superintendent conducts a comprehensive review of the District's financial and budgetary conditions after he/she has determined~~ concludes that the District's budget does not comply with ~~state criteria and standards for fiscal~~ the standards and criteria for financial stability ~~and conducts a comprehensive review of the District's financial and budgetary conditions~~, the Board shall review any report of the County Superintendent's findings and recommendations at a public Board meeting. Within 15 days of receiving the report, the District shall notify the County Superintendent and the SPI of ~~its~~ the Board's proposed actions on the recommendation. (Education Code 42637)

Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the District's books and accounts. (Education Code 41020)

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

~~The Board shall not select any~~ Except when, as determined by the Education Audits Appeal Panel, no otherwise eligible auditor is available, a public accounting firm ~~to provide audit services if the~~ whose lead or coordinating audit partner having primary responsibility for the audit, ~~or the~~ whose audit partner responsible for reviewing the audit, has performed audit services for the District in each of the six previous fiscal years shall not be selected to perform a District audit. (Education Code 41020)

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, ~~the~~ CDE, and the State Controller. (Education Code 41020)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual District audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

*Legal Reference:*EDUCATION CODE

1240 Duties of county superintendent of schools
14500-14508 Financial and compliance audits
17150-17150.1 Public disclosure of non-voter approved debt
17170-17199.5 California School Finance Authority
33127 Standards and criteria for local budgets and expenditures
33128 Standards and criteria; inclusions
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
41010-41023 Accounting system
41326 Emergency apportionment

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

~~41344 Repayment of apportionment significant audit exceptions~~
~~41344.1 Appeals of audit findings~~
~~41455 Examination of financial problems of local Districts~~
~~42100 42105 Requirement to prepare and file annual statement~~
~~42120 42129 Budget requirements~~
~~42130 42134 Financial reports and certifications~~
~~42140 42142 Public disclosure of fiscal obligations~~
~~42637 County superintendent review of District's financial and budgetary conditions~~
~~42652 Revocation or suspension of warrant authority~~
~~48300 48316 Student attendance alternatives~~
~~52060 52077 Local control and accountability plan~~
GOVERNMENT CODE
~~3540.2 School District; qualified or negative certification; proposed agreement review and comment~~
~~7900 7914 Appropriations limit~~
~~16429.1 Local agency investment fund~~
~~53646 Reports of investment policy and compliance~~
CODE OF REGULATIONS, TITLE 5
~~15060 Standardized account code structure~~
~~15070 Submission of reports using standardized account code structure~~
~~15440 15451 Criteria and standards for school District budgets~~
~~15453 15464 Criteria and standards for school District interim reports~~
~~19810 19816.1 Audits~~
UNITED STATES CODE, TITLE 31
~~7501 7507 Single audits of federal program funds~~

Management Resources:

CSBA PUBLICATIONS
~~Maximizing School Board Governance: Fiscal Accountability, 2006~~
CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS
~~New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007~~
~~Audit Resolution Process: Repayment Plans, December 8, 2000~~
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
~~Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006~~
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
~~Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009~~

*Management Resources continued: (see next page)**Management Resources: (continued)*

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS (continued)
~~Statement 45, Accounting and Financial Reporting by Employers for Post employment Benefits Other Than Pensions, June 2004~~
~~Statement 34, Basic Financial Statements and Management's Discussion and Analysis—For State and Local Governments, June 1999~~
STATE CONTROLLER PUBLICATIONS
~~Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)~~
U.S. GOVERNMENT ACCOUNTABILITY OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS
~~Government Auditing Standards, 2011~~
~~Financial Audit Manual, revised 2008~~
U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS
~~A 133 Audits of States, Local Governments, and Non Profit Organizations~~
WEB SITES
~~CSBA: <http://www.esba.org>~~

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

California Association of School Business Officials: <http://www.casbo.org>
California County Superintendents Educational Services Association: <http://www.cesesa.org>
California Department of Education, Finance and Grants: <http://www.ede.ca.gov/fg>
Education Audit Appeals Panel: <http://www.eaap.ca.gov>
Fiscal Crisis and Management Assistance Team: <http://www.femat.org>
Governmental Accounting Standards Board: <http://www.gasb.org>
School Services of California: <http://www.sscal.com>
State Controller's Office: <http://www.seo.ca.gov>
U.S. Government Accountability Office: <http://www.gao.gov>
U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

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

<u>State</u>	<u>Description</u>
2 CCR 1859.104	Leroy F. Greene School Facilities Program; reporting requirements
5 CCR 15060	Standardized account code structure
5 CCR 15070	Submission of reports using standardized account code structure
5 CCR 15440-15451	Criteria and standards for school district budgets
5 CCR 15453-15464	Criteria and standards for school district interim reports
5 CCR 19810-19826.1	Audits
Ed. Code 1240	County superintendent of schools; duties
Ed. Code 14500-14508	Financial and compliance audits
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17150-17150.1	Public disclosure of non-voter-approved debt
Ed. Code 17170-17199.6	California School Finance Authority
Ed. Code 33127	Standards and criteria for local budgets and expenditures
Ed. Code 33128	Standards and criteria; inclusions
Ed. Code 33129	Standards and criteria; use by local agencies

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Ed. Code 35035	<u>Powers and duties of the superintendent; transfer authority</u>
Ed. Code 41010-41024	<u>Accounting system and audits</u>
Ed. Code 41320-41322	<u>Emergency apportionment</u>
Ed. Code 41325-41329	<u>Conditions on Emergency apportionments</u>
Ed. Code 41344	<u>Repayment of apportionment significant audit exceptions</u>
Ed. Code 41344.1	<u>Appeals of audit findings</u>
Ed. Code 41455	<u>Examination of financial problems of local districts</u>
Ed. Code 42100-42105	Requirement to prepare and file annual statement
Ed. Code 42122-42129	<u>Budget requirements</u>
Ed. Code 42130-42134	<u>Financial reports and certifications</u>
Ed. Code 42140-42142	<u>Public disclosure of fiscal obligations</u>
Ed. Code 42637	<u>County superintendent review of district's financial and budgetary conditions</u>
Ed. Code 42652	<u>Revocation or suspension of warrant authority</u>
Ed. Code 48300-48316	<u>Student attendance alternatives; school district of choice program</u>
Ed. Code 52060-52077	<u>Local control and accountability plan</u>
Gov. Code 16429.1	<u>Local agency investment fund</u>
Gov. Code 3540.2	<u>Meeting and negotiating in public educational employment</u>
Gov. Code 53646	<u>Treasurer reports and statements of investment policy</u>
Gov. Code 7900-7914	<u>Appropriations limit</u>
<u>Federal</u>	<u>Description</u>
2 CFR 200.0-200.521	Federal uniform grant guidance
31 USC 7501-7507	Single audits of federal program funds

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

<u>Management Resources</u>	<u>Description</u>
California Department of Education Communication	New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
California Department of Education Communication	Audit Resolution Process: Repayment Plans, December 8, 2000
Fiscal Crisis & Management Assistance Team Pub.	Indicators of Risk or Potential Insolvency For K-12 Local Education Agencies
Fiscal Crisis & Management Assistance Team Pub.	Fiscal Oversight Guide for AB 1200, AB 2756, AB 1840 and Related Legislation, September 2021
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017
Governmental Accounting Standards Board Statement	Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, February 2009
Governmental Accounting Standards Board Statement	Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999
Education Audit Appeals Panel Publication	Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting
Office of Attorney General Publication	Guidance Regarding Laws Governing School Closures and Best Practices for Implementation in California, April 2023
U.S. Gov. Accountability Office & PCIE Publication	Financial Audit Manual, revised 2008
U.S. Gov. Accountability Office & PCIE Publication	Government Auditing Standards, 2011
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Governmental Accounting Standards Board</u>
Website	<u>California State Controller</u>
Website	<u>U.S. Government Accountability Office</u>
Website	<u>California County Superintendents</u>

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Website	California Department of Education, Finance and Grants
Website	Education Audit Appeals Panel
Website	Fiscal Crisis and Management Assistance Team
Website	CSBA
Website	California Association of School Business Officials
Website	Office of Management and Budget
Website	School Services of California, Inc.

Cross References

<u>Code</u>	<u>Description</u>
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0500	Accountability
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1340	Access To District Records
1340	Access To District Records
3000	Concepts And Roles
3100	Budget
3100	Budget
3110	Transfer Of Funds
3220.1	Lottery Funds
3230	Federal Grant Funds
3230	Federal Grant Funds
3280	Sale Or Lease Of District-Owned Real Property
3280	Sale Or Lease Of District-Owned Real Property
3290	Gifts, Grants And Bequests

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

3300	<u>Expenditures And Purchases</u>
3312	<u>Contracts</u>
3314	<u>Payment For Goods And Services</u>
3314	<u>Payment For Goods And Services</u>
3314.2	<u>Revolving Funds</u>
3400	<u>Management Of District Assets/Accounts</u>
3400	<u>Management Of District Assets/Accounts</u>
3430	<u>Investing</u>
3430	<u>Investing</u>
3452	<u>Student Activity Funds</u>
3470	<u>Debt Issuance And Management</u>
3551	<u>Food Service Operations/Cafeteria Fund</u>
3551	<u>Food Service Operations/Cafeteria Fund</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4143	<u>Negotiations/Consultation</u>
4143.1	<u>Public Notice - Personnel Negotiations</u>
4143.1	<u>Public Notice - Personnel Negotiations</u>
4154	<u>Health And Welfare Benefits</u>
4243	<u>Negotiations/Consultation</u>
4243.1	<u>Public Notice - Personnel Negotiations</u>
4243.1	<u>Public Notice - Personnel Negotiations</u>
4254	<u>Health And Welfare Benefits</u>
4312.1	<u>Contracts</u>
4331	<u>Staff Development</u>
4354	<u>Health And Welfare Benefits</u>
5117	<u>Interdistrict Attendance</u>
5117	<u>Interdistrict Attendance</u>

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

5126	<u>Awards For Achievement</u>
6117	<u>Year-Round Schedules</u>
7210	<u>Facilities Financing</u>
7212	<u>Mello-Roos Districts</u>
7214	<u>General Obligation Bonds</u>
7214	<u>General Obligation Bonds</u>
9000	<u>Role Of The Board</u>
9130	<u>Board Committees</u>
9140	<u>Board Representatives</u>
9322	<u>Agenda/Meeting Materials</u>

FINANCIAL REPORTS AND ACCOUNTABILITY**Interim Reports**

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the District budget as revised to reflect current information regarding the adopted state budget, District property tax revenues, if any, and ending balances for the preceding fiscal year. (Education Code 42130, 42131)

The ~~interim~~ reports shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected local control funding formula (LCFF) revenue, salaries and benefits, other revenues and expenditures, and facilities maintenance. For purposes of assessing projections of LCFF revenue, the first interim report shall be compared to the adopted District budget, and the second interim report shall be compared to the projections in the first interim report. (Education Code 42130; 5 CCR 15453-15464)

~~(cf. 3100—Budget)~~

~~(cf. 3220.1—Lottery Funds)~~

~~(cf. 3300—Expenditures and Purchases)~~

~~(cf. 3314—Payment for Goods and Services)~~

The An interim report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

~~(cf. 3110—Transfer of Funds)~~

Audit Report

The Superintendent or designee shall establish a timetable for the completion and review of the annual audit within the deadlines established by law.

The Superintendent or designee shall provide the necessary financial records and cooperate with the independent auditor selected by the Board of Trustees to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The District audit shall include ~~an audit of~~ all income and expenditures by source of funds ~~for all funds of the District,~~ including the student body and cafeteria funds and accounts, state and federal grant funds, and any other funds under the District's control or jurisdiction ~~of the District,~~ as well as an audit of student attendance procedures. The audit shall also include a determination of whether LCFF funds were expended in accordance with the District's local control and accountability plan or an approved annual update of the plan. (Education Code 41020)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

~~(cf. 0460—Local Control and Accountability Plan)~~
~~(cf. 3230—Federal Grant Funds)~~
~~(cf. 3430—Investing)~~
~~(cf. 3451—Petty Cash Funds)~~
~~(cf. 3452—Student Activity Funds)~~
~~(cf. 3551—Food Service Operations/Cafeteria Fund)~~

If the District participates in the school District of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the District's compliance with specified program requirements. (Education Code 48301)

~~(cf. 5117—Interdistrict Attendance)~~

If an audit finding results in the District being required to repay an apportionment or pay a penalty, the District may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the District, it shall not provide any nonauditing, management, or other consulting services for the District except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Report on Expenditures of State Facilities Funds

When the District participates in the school facilities program pursuant to Education Code 17070.10-17079.30, the Superintendent or designee shall annually report a detailed list of all expenditures of state facilities funds, including interest, and of the District's matching funds for completed projects until all such funds are expended. The report shall identify expenditures on a project-by-project basis, reflect completed projects that were reimbursed within that fiscal year, and clearly indicate the list of projects that have been completed. (Education Code 41024; 2 CCR 1859.104)

Audits of facilities projects shall be concluded within one year of project completion, and shall be included as part of the District's audit for the fiscal year in which the project is reported as completed. A project shall be deemed completed when any of the following conditions is met: (Education Code 41024; 2 CCR 1859.104)

1. When the notice of completion for the project has been filed, all outstanding invoices, claims, and change orders have been satisfied, and the facility is currently in use by the District
2. Three years from the date of the final fund release for an elementary school project
3. Four years from the date of the final fund release for a middle or high school project

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

Fund Balance

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact
2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

Whenever the District reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Lease Accounting

Any lease agreement involving the District, whether as lessor or lessee, shall be classified as a short-term lease, a contract that transfers ownership, or a lease other than short-term lease and contract that transfers ownership. District financial statement disclosures and schedules related to any lease shall comply with the standards specified in GASB 87.

Non-Voter-Approved Debt Report

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the County Auditor. The Superintendent or designee shall provide the Board, the County Auditor, the County Superintendent, and the public with related repayment schedules and evidence of the District's ability to repay the obligation. (Education Code 17150)

(cf. 7214—General Obligation Bonds)

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the District, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the District's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report

In accordance with GASB Statement 75, the District's financial statements shall report the expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the District shall report a liability on its financial statements.

(cf. 4154/4254/4354 Health and Welfare Benefits)

(cf. 9250 Remuneration, Reimbursement and Other Benefits)

The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a ~~public~~ an open meeting of the Board. (Education Code 42140)

The District's financial obligation for OPEBs shall be reevaluated every two years in accordance with GASB 75.

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

Policy Reference Disclaimer:

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

State

2 CCR 1859.104

5 CCR 15060

5 CCR 15070

Description

Leroy F. Greene School Facilities Program; reporting requirements

Standardized account code structure

Submission of reports using standardized account code structure

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

<u>5 CCR 15440-15451</u>	<u>Criteria and standards for school district budgets</u>
<u>5 CCR 15453-15464</u>	<u>Criteria and standards for school district interim reports</u>
<u>5 CCR 19810-19816.1</u>	<u>Audits</u>
<u>Ed. Code 1240</u>	<u>County superintendent of schools; duties</u>
<u>Ed. Code 14500-14508</u>	<u>Financial and compliance audits</u>
<u>Ed. Code 17070.10-17079.30</u>	<u>Leroy F. Greene School Facilities Act</u>
<u>Ed. Code 17150-17150.1</u>	<u>Public disclosure of non-voter-approved debt</u>
<u>Ed. Code 17170-17199.5</u>	<u>California School Finance Authority</u>
<u>Ed. Code 33127</u>	<u>Standards and criteria for local budgets and expenditures</u>
<u>Ed. Code 33128</u>	<u>Standards and criteria; inclusions</u>
<u>Ed. Code 33129</u>	<u>Standards and criteria; use by local agencies</u>
<u>Ed. Code 35035</u>	<u>Powers and duties of the superintendent; transfer authority</u>
<u>Ed. Code 41010-41024</u>	<u>Accounting system and audits</u>
<u>Ed. Code 41326</u>	<u>Emergency apportionment</u>
<u>Ed. Code 41344</u>	<u>Repayment of apportionment significant audit exceptions</u>
<u>Ed. Code 41344.1</u>	<u>Appeals of audit findings</u>
<u>Ed. Code 41455</u>	<u>Examination of financial problems of local districts</u>
<u>Ed. Code 42100-42105</u>	<u>Requirement to prepare and file annual statement</u>
<u>Ed. Code 42120-42129</u>	<u>Budget requirements</u>
<u>Ed. Code 42130-42134</u>	<u>Financial reports and certifications</u>
<u>Ed. Code 42140-42142</u>	<u>Public disclosure of fiscal obligations</u>
<u>Ed. Code 42637</u>	<u>County superintendent review of district's financial and budgetary conditions</u>
<u>Ed. Code 42652</u>	<u>Revocation or suspension of warrant authority</u>
<u>Ed. Code 48300-48316</u>	<u>Student attendance alternatives; school district of choice program</u>
<u>Ed. Code 52060-52077</u>	<u>Local control and accountability plan</u>
<u>Gov. Code 16429.1</u>	<u>Local agency investment fund</u>
<u>Gov. Code 3540.2</u>	<u>Meeting and negotiating in public educational employment</u>
<u>Gov. Code 53646</u>	<u>Treasurer reports and statements of investment policy</u>
<u>Gov. Code 7900-7914</u>	<u>Appropriations limit</u>
<u>Federal</u>	<u>Description</u>
<u>2 CFR 200.0-200.521</u>	<u>Federal uniform grant guidance</u>
<u>31 USC 7501-7507</u>	<u>Single audits of federal program funds</u>
<u>Management Resources</u>	<u>Description</u>
<u>California Department of Education Communication</u>	<u>New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007</u>

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

<u>California Department of Education</u>	<u>Audit Resolution Process: Repayment Plans, Communication</u>	<u>December 8, 2000</u>
<u>Fiscal Crisis & Management Assistance Team Pub.</u>	<u>Indicators of Risk or Potential Insolvency For K-12 Local Education Agencies</u>	
<u>Fiscal Crisis & Management Assistance Team Pub.</u>	<u>Fiscal Oversight Guide for AB 1200, AB 2756, AB 1840 and Related Legislation, September 2021</u>	
<u>Governmental Accounting Standards Board Statement</u>	<u>Statement 87, Leases, June 2017</u>	
<u>Governmental Accounting Standards Board Statement</u>	<u>Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009</u>	
<u>Governmental Accounting Standards Board Statement</u>	<u>Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015</u>	
<u>Governmental Accounting Standards Board Statement</u>	<u>Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999</u>	
<u>Governmental Accounting Standards Board Statement</u>	<u>Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015</u>	
<u>State Controller Publication</u>	<u>Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)</u>	
<u>U.S. Gov. Accountability Office & PCIE Publication</u>	<u>Financial Audit Manual, revised 2008</u>	
<u>U.S. Gov. Accountability Office & PCIE Publication</u>	<u>Government Auditing Standards, 2011</u>	
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>	
<u>Website</u>	<u>Governmental Accounting Standards Board</u>	
<u>Website</u>	<u>California State Controller</u>	
<u>Website</u>	<u>U.S. Government Accountability Office</u>	
<u>Website</u>	<u>California County Superintendents Educational Services Association</u>	
<u>Website</u>	<u>California Department of Education, Finance and Grants</u>	
<u>Website</u>	<u>Education Audit Appeals Panel</u>	
<u>Website</u>	<u>Fiscal Crisis and Management Assistance Team</u>	
<u>Website</u>	<u>CSBA</u>	
<u>Website</u>	<u>California Association of School Business Officials</u>	
<u>Website</u>	<u>Office of Management and Budget</u>	
<u>Website</u>	<u>School Services of California, Inc.</u>	

Cross References

<u>Code</u>	<u>Description</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

<u>0500</u>	<u>Accountability</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>1220</u>	<u>Citizen Advisory Committees</u>
<u>1340</u>	<u>Access To District Records</u>
<u>1340</u>	<u>Access To District Records</u>
<u>3000</u>	<u>Concepts And Roles</u>
<u>3100</u>	<u>Budget</u>
<u>3100</u>	<u>Budget</u>
<u>3110</u>	<u>Transfer Of Funds</u>
<u>3220.1</u>	<u>Lottery Funds</u>
<u>3230</u>	<u>Federal Grant Funds</u>
<u>3230</u>	<u>Federal Grant Funds</u>
<u>3280</u>	<u>Sale Or Lease Of District-Owned Real Property</u>
<u>3280</u>	<u>Sale Or Lease Of District-Owned Real Property</u>
<u>3290</u>	<u>Gifts, Grants And Bequests</u>
<u>3300</u>	<u>Expenditures And Purchases</u>
<u>3312</u>	<u>Contracts</u>
<u>3314</u>	<u>Payment For Goods And Services</u>
<u>3314</u>	<u>Payment For Goods And Services</u>
<u>3314.2</u>	<u>Revolving Funds</u>
<u>3400</u>	<u>Management Of District Assets/Accounts</u>
<u>3400</u>	<u>Management Of District Assets/Accounts</u>
<u>3430</u>	<u>Investing</u>
<u>3430</u>	<u>Investing</u>
<u>3452</u>	<u>Student Activity Funds</u>
<u>3470</u>	<u>Debt Issuance And Management</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3580</u>	<u>District Records</u>
<u>3580</u>	<u>District Records</u>
<u>4143</u>	<u>Negotiations/Consultation</u>
<u>4143.1</u>	<u>Public Notice - Personnel Negotiations</u>
<u>4143.1</u>	<u>Public Notice - Personnel Negotiations</u>
<u>4154</u>	<u>Health And Welfare Benefits</u>
<u>4243</u>	<u>Negotiations/Consultation</u>
<u>4243.1</u>	<u>Public Notice - Personnel Negotiations</u>
<u>4243.1</u>	<u>Public Notice - Personnel Negotiations</u>
<u>4254</u>	<u>Health And Welfare Benefits</u>
<u>4312.1</u>	<u>Contracts</u>
<u>4331</u>	<u>Staff Development</u>
<u>4354</u>	<u>Health And Welfare Benefits</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5126</u>	<u>Awards For Achievement</u>
<u>6117</u>	<u>Year-Round Schedules</u>
<u>7210</u>	<u>Facilities Financing</u>

FINANCIAL REPORTS AND ACCOUNTABILITY (continued)

<u>7212</u>	<u>Mello-Roos Districts</u>
<u>7214</u>	<u>General Obligation Bonds</u>
<u>7214</u>	<u>General Obligation Bonds</u>
<u>9000</u>	<u>Role Of The Board</u>
<u>9130</u>	<u>Board Committees</u>
<u>9140</u>	<u>Board Representatives</u>
<u>9322</u>	<u>Agenda/Meeting Materials</u>

~~Regulation adopted: December 11, 2018~~
First Reading: July 23, 2024

BEAUMONT UNIFIED SCHOOL DISTRICT
Beaumont, California

INTEGRATED WASTE MANAGEMENT

The Board of Trustees believes that the conservation of water, energy and other natural resources, ~~and~~ the protection of the environment, and the implementation of an effective waste diversion program are connected to the District's educational mission and are essential to the health and well-being of the community. The Superintendent or designee shall develop and/or implement a cost-effective, integrated waste management program that incorporates the principles of green school operations.

(cf. 0100 - Philosophy)

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

The District's integrated waste management program shall include strategies designed to promote waste management practices of source reduction, recycling, and composting to help the District reduce and recycle solid and ~~hazardous~~-organic waste-generation, properly dispose of potentially hazardous materials, improve efficiency in its use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the District's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

(cf. 3300 - Expenditures and Purchases)

(cf. 3517 - Facilities Inspection)

The Superintendent or designee may collaborate with city, county, and state agencies and other public or private agencies in developing and implementing the District's integrated waste management program.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 7131 - Relations with Local Agencies)

The Superintendent or designee shall make every effort to identify funding opportunities for the District's integrated waste management program including applying for available grants or other cost-reduction incentives.

~~To the extent that funding permits, t~~The Superintendent or designee shall may provide appropriate educational and training opportunities to students and staff regarding the benefits and methods of conserving natural resources and ~~protecting the environment.~~ the manner in which integrated waste management strategies impact such efforts.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6142.5 - Environmental Education)

(cf. 6142.93 - Science Instruction)

The Superintendent or designee shall regularly monitor all aspects of the District's integrated waste management program and shall provide an update to the Board on its effectiveness as necessary.

INTEGRATED WASTE MANAGEMENT (continued)

Legal Reference:

EDUCATION CODE

~~8700-8707 Environmental education~~

17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards

17072.35 New construction grants; use for designs and materials for high performance schools

32370-32376 Recycling paper

33541 Environmental education

PUBLIC RESOURCES CODE

25410-~~25421~~25422- Energy conservation assistance

40050-40063 ~~Waste management; Integrated waste management~~

41780-~~41786~~ Waste diversion

42620-42622 Source reduction and recycling programs

42630-42647 School site source reduction and recycling

42649-42649.7 Recycling of commercial solid waste

42649.8-42649.87 Recycling of organic waste

CODE OF REGULATIONS, TITLE 14

~~17225.12 Commercial solid waste~~

Management Resources:

CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

PUBLICATIONS

Frequently Asked Questions

Recycling and Organics Recycling Guide for Schools Poster

Where to Put it: Recycling, Composting and Trash Bin Service

WEB SITES

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

California Department of Resources Recycling and Recovery:

<http://www.calrecycle.ca.gov/ReduceWaste/Schools>

California Division of State Architect: <http://www.dgs.ca.gov/dsa>

California Energy Commission: <http://www.energy.ca.gov>

California Environmental Protection Agency: <http://www.calepa.ca.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

INTEGRATED WASTE MANAGEMENT

For all applicable areas of District operations, the Superintendent or designee shall design an integrated waste management program that minimizes the generation of waste, encourages the recovery and diversion of reusable materials from the waste stream, improves efficiency in the utilization of natural and material resources, and protects the environment. The program shall implement measures and/or practices to:

1. Reduce the consumption of disposable materials, increase the composting of organic materials, and fully utilize all materials prior to disposal

(cf. 3510 - Green School Operations)

2. Recycle materials such as paper, glass, plastic, and aluminum

~~Any school site or District facility which generates more than four cubic yards of commercial solid waste per week shall take at least one of the following actions: (Public Resources Code 42649.2; 14 CCR 17225.12)~~

- ~~a. Source separate recyclable materials from solid waste and subscribe to a basic level of recycling service that may include collection, self hauling, or other arrangement for the pickup of the recyclable materials~~
- ~~b. Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation~~

3. Prefer recycled, biodegradable, and other environmentally preferable products when procuring materials for use in District schools and buildings or contracting for the construction or modernization of any District building

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 7110 - Facilities Master Plan)

4. Work with city, county, or other government agencies to locate markets for the District's reusable and recyclable materials

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 7131 - Relations with Local Agencies)

5. Minimize the use of nonbiodegradable materials and work with vendors and contractors to use packaging and delivery materials that generate less waste

INTEGRATED WASTE MANAGEMENT

Recycling

Any school site or District facility which generates four or more cubic yards of solid waste per week shall take at least one of the following actions: (Public Resources Code 42649.1, 42649.2)

1. Source separate recyclable materials from solid waste and subscribe to a basic level of recycling service that includes collection, self-hauling, or other arrangements for the pickup of the recyclable materials
2. Subscribe to a recycling service which may include mixed waste processing that yields diversion results comparable to source separation

Any school site or District facility which generates two or more cubic yards per week of solid waste, recyclables, and organics shall arrange for recycling services specifically for organic waste, including food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste that is mixed in with food waste. Such facilities shall take at least one of the following actions: (Public Resources Code 42649.8, 42649.81-42649.82, 42649.84)

1. Source separate organic waste from other waste and subscribe to a basic level of organic waste recycling service that includes collection and recycling of organic waste
2. Recycle organic waste onsite or self-haul organic waste for recycling
3. Subscribe to an organic waste recycling service that may include mixed waste processing that specifically recycles organic waste
4. Make other arrangements to sell or donate recyclable organic waste materials

Any school site or district facility that meets the above thresholds for solid or organic waste shall place a recycling bin or container for solid or organic waste, as applicable, in areas where food or other materials are purchased at the facility for immediate consumption. The recycling bin or container shall be: (Public Resources Code 42649.2, 42649.81)

1. Adjacent to each bin or container for nonrecyclable trash, except in restrooms
2. Visible and easily accessible
3. Clearly marked with educational signage indicating appropriate items to be placed in the recycling bin or container in accordance with state law and the local jurisdiction's waste ordinances and practices

FOOD SERVICE/CHILD NUTRITION PROGRAM

The Board of Trustees recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the District's food service programs and to maximize their participation in available programs.

Each school day a nutritiously adequate breakfast and lunch shall be made available at no cost to any student who requests a meal, including a student enrolled in an independent study program on any school day in which the student is scheduled for in-person educational activities of two or more hours. A nutritiously adequate breakfast or lunch is one that qualifies for reimbursement under the most current meal pattern for the federal School Breakfast Program or National School Lunch Program.

Foods and beverages available through the District's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

(cf. 5141.27—Food Allergies/Special Dietary Needs)

2. Meet or exceed nutrition standards specified in law and administrative regulation

(cf. 3552—Summer Meal Program)

(cf. 3554—Other Food Sales)

(cf. 5030—Student Wellness)

(cf. 5148—Child Care and Development)

(cf. 5148.2—Before/After School Programs)

(cf. 5148.3—Preschool/Early Childhood Education)

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits

4. Be served in age-appropriate portions

- ~~5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices~~

(cf. 3551—Food Service Operations/Cafeteria Fund)

(cf. 3553—Free and Reduced Price Meals)

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

~~(cf. 1312.4—Williams Uniform Complaint Procedures)~~
~~(cf. 3517—Facilities Inspection)~~
~~(cf. 7110—Facilities Master Plan)~~

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

The Superintendent or designee shall annually report to the Board on student participation in the District's nutrition programs and the extent to which the District's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

~~(cf. 0500—Accountability)~~
~~(cf. 3555—Nutrition Program Compliance)~~

*Legal Reference:**EDUCATION CODE*

~~35182.5—Contracts, non nutritious beverages~~
~~38080—38103—Cafeteria, establishment and use~~
~~45103.5—Contracts for management consulting services; restrictions~~
~~49430—49434—Pupil Nutrition, Health, and Achievement Act of 2001~~
~~49490—49494—School breakfast and lunch programs~~
~~49500—49505—49506—School meals~~
~~49510—49520—Nutrition~~
~~49530—49536—Child Nutrition Act~~
~~49540—49546—Child care food program~~
~~49547—49548.3—Comprehensive nutrition services~~
~~49550.3—49562—Meals for needy students~~
~~49570—National School Lunch Act~~
~~51795—51797—51798—School gardens~~

HEALTH AND SAFETY CODE

~~113700—114437—California Retail Food Code~~

CODE OF REGULATIONS, TITLE 5

~~15510—Mandatory meals for needy students~~
~~15530—15535—Nutrition education~~
~~15550—15565—School lunch and breakfast programs~~

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

~~15575-15578 Requirements for foods and beverages outside federal meal programs~~
~~UNITED STATES CODE, TITLE 42~~
~~1751-1769j National School Lunch Program, including:~~
~~1758b Local wellness policy~~
~~1761 Summer Food Service Program and Seamless Summer Feeding Option~~
~~1769a Fresh Fruit and Vegetable Program~~
~~1771-1793 Child nutrition, especially:~~
~~1772 Special Milk Program~~
~~1773 National School Breakfast Program~~

~~CODE OF FEDERAL REGULATIONS, TITLE 7~~
~~210.1-210.31 National School Lunch Program~~
~~215.1-215.18 Special Milk Program~~
~~220.1-220.22 National School Breakfast Program~~
~~245.1-245.13 Eligibility for free and reduced-price meals and free milk~~

Management Resources:**CSBA PUBLICATIONS**

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Meals Initiative Summary

Healthy Children Ready to Learn, January 2005

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

School Breakfast Toolkit

Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

Food Buying Guide for Child Nutrition Programs, December 2007

Civil Rights Compliance and Enforcement—Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

Dietary Guidelines for Americans, 2005-2020

WEB SITES

CSBA: <http://www.esba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Farm Bureau Federation: <http://www.cfbf.com>

California Food Policy Advocates: <http://www.cfpa.net>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.ealsna.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Alliance for Nutrition and Activity: <http://www.espinet.org/nutritionpolicy/nana.html>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/fns>

Policy Reference Disclaimer:

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

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**State**5 CCR 155105 CCR 15530-155355 CCR 15550-155655 CCR 15575-15578Ed. Code 35182.5Ed. Code 38080-38103Ed. Code 45103.5Ed. Code 48432.3Ed. Code 49430-49434Ed. Code 49490-49494Ed. Code 49501.5-49506Ed. Code 49510-49520Ed. Code 49530-49536Ed. Code 49540-49546Ed. Code 49547-49548.3Ed. Code 49550.3-49562Ed. Code 49570Ed. Code 51795-51798H&S Code 113700-114437**Description**Mandatory meals for needy studentsNutrition educationSchool lunch and breakfast programsRequirements for foods and beverages outside the federal meals programContracts for advertisingCafeteria; establishment and useContracts for management consulting services; restrictionsVoluntary enrollment in continuation educationPupil Nutrition, Health, and Achievement Act of 2001School breakfast and lunch programsSchool mealsNutritionChild Nutrition ActChild care food programComprehensive nutrition servicesMeals for needy studentsNational School Lunch ActSchool instructional gardensCalifornia Retail Food Code; sanitation and safety requirements**Federal**42 USC 1751-1769j42 USC 1758b42 USC 176142 USC 1769a42 USC 1771-179342 USC 177242 USC 17737 CFR 210.1-210.337 CFR 215.1-215.187 CFR 220.2-220.227 CFR 245.1-245.13**Description**School Lunch ProgramLocal wellness policySummer Food Service Program and Seamless Summer Feeding OptionFresh Fruit and Vegetable ProgramChild Nutrition ActSpecial Milk ProgramSchool Breakfast ProgramNational School Lunch ProgramSpecial Milk ProgramNational School Breakfast ProgramEligibility for free and reduced-price meals and free milk

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

<u>Management Resources</u>	<u>Description</u>
<u>California Department of Education Publication</u>	<u>Healthy Children Ready to Learn, January 2005</u> (https://www.cde.ca.gov/ls/fa/sf/documents/healthychildren.pdf)
<u>California Department of Education Publication</u>	<u>Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022</u> (https://www.cde.ca.gov/ls/nu/sn/mbsnp132020.asp)
<u>California Department of Food and Agriculture Publication</u>	<u>Planting the Seed: Farm to School Roadmap for Success, February 2022</u> (https://www.gov.ca.gov/wpcontent/uploads/2022/02/Farm_To_School_Report_2022022_2-small.pdf)
<u>California Project Lean Publication</u>	<u>Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006</u> (https://www.californiaprojectlean.org/docuserfiles/policy%20in%20Action%20Guide%20FINAL.pdf)
<u>CSBA Publication</u>	<u>Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007</u> (https://www.csba.org/~/_/media/Files/EducationIssues/Wellness/200910_MFS_Guide.ashx)
<u>CSBA Publication</u>	<u>Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012</u> (https://www.csba.org/~/_/media/CSBA/Files/GovernanceResources/EducationIssues/ConditionsofChildren/201211MonitoringForSuccess.ashx?la=en&rev=90a8b252b84a4e80b2ebd6c1a6899865)
<u>CSBA Publication</u>	<u>Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007</u> (https://www.csba.org/~/_/media/3A78FEAF129D488FA34CFAAA16B38911.ashx)
<u>CSBA Publication</u>	<u>Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009</u>
<u>CSBA Publication</u>	<u>Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006</u> (https://www.csba.org/~/_/media/B5947DF3DE58432C9B038C9C38360684.ashx)
<u>U.S. Department of Agriculture Publication</u>	<u>School Breakfast Toolkit</u> (https://www.fns.usda.gov/sbp/toolkit)
<u>U.S. Department of Agriculture Publication</u>	<u>Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005</u> (https://www.fns.usda.gov/cr/fns-instruction-113-1)

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**Management Resources**U.S. Department of Agriculture
PublicationU.S. Department of Agriculture
PublicationU.S. Department of Agriculture
PublicationU.S. Department of Agriculture
PublicationWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsite**Description**Dietary Guidelines for Americans, 2020
(https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary_Guidelines_for_Americans_2020-2025.pdf)Food Buying Guide for Child Nutrition Programs, May 2022 (<https://www.fns.usda.gov/tn/food-buyingguide>)Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010(<https://www.fns.usda.gov/ffvp/fresh-fruitsand-vegetable-program-handbook-schools>)Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005(<https://www.fns.usda.gov/fs/developing-school-food-safetyprogram-based-process-approach-haccp>)CSBA District and County Office of Education Legal ServicesU.S. Department of Agriculture, Food and Nutrition ServiceCalifornia Farm Bureau FederationNourish CaliforniaCalifornia Project LEAN (Leaders Encouraging Activity and Nutrition)Centers for Disease Control and PreventionCalifornia School Nutrition AssociationCalifornia Department of Education, School Nutrition (<https://www.cde.ca.gov/ls/nu/sn/>)California Department of Food and Agriculture, Office of Farm to Fork (<https://cafarmtofork.cdfa.ca.gov/>)National Alliance for Nutrition and ActivityCalifornia Department of Public HealthCalifornia Healthy Kids Resource CenterCSBA**Cross References****Code**05001312.41312.4-E(1)1312.4-E(2)1325134013403000**Description**AccountabilityWilliams Uniform Complaint ProceduresWilliams Uniform Complaint ProceduresWilliams Uniform Complaint ProceduresAdvertising And PromotionAccess To District RecordsAccess To District RecordsConcepts And Roles

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**Cross Reference (continued)**

<u>Code</u>	<u>Description</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3510</u>	<u>Green School Operations</u>
<u>3514</u>	<u>Environmental Safety</u>
<u>3514</u>	<u>Environmental Safety</u>
<u>3517</u>	<u>Facilities Inspection</u>
<u>3517-E(1)</u>	<u>Facilities Inspection</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3553</u>	<u>Free And Reduced Price Meals</u>
<u>3553</u>	<u>Free And Reduced Price Meals</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3555</u>	<u>Nutrition Program Compliance</u>
<u>3555-E(1)</u>	<u>Nutrition Program Compliance</u>
<u>3580</u>	<u>District Records</u>
<u>3850</u>	<u>District Records</u>
<u>4131</u>	<u>Staff Development</u>
<u>4141.6</u>	<u>Concerted Action/Work Stoppage</u>
<u>4141.6</u>	<u>Concerted Action/Work Stoppage</u>
<u>4231</u>	<u>Staff Development</u>
<u>4241.6</u>	<u>Concerted Action/Work Stoppage</u>
<u>4241.6</u>	<u>Concerted Action/Work Stoppage</u>
<u>5030</u>	<u>Student Wellness</u>
<u>5141.27</u>	<u>Food Allergies/Special Dietary Needs</u>
<u>5141.27</u>	<u>Food Allergies/Special Dietary Needs</u>
<u>5145.6</u>	<u>Parent/Guardian Notifications</u>
<u>5145.6-E(1)</u>	<u>Parent/Guardian Notifications</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>6142.8</u>	<u>Comprehensive Health Education</u>
<u>6142.8</u>	<u>Comprehensive Health Education</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173-E(2)</u>	<u>Education For Homeless Children</u>
<u>6176</u>	<u>Weekend/Saturday Classes</u>
<u>7110</u>	<u>Facilities Master Plan</u>

FOOD SERVICE/CHILD NUTRITION PROGRAM

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the District's food services program shall: (Education Code ~~490501.5, 49431, 49531, 49553~~; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10; or 220.8, as applicable
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7
3. Make available, free of charge one nutritiously adequate breakfast and one nutritiously adequate lunch each school day, to any student who requests a meal regardless of a student's eligibility to participate in any federally funded free or reduced price meal.
4. Not be prohibited from selling an additional nutritiously adequate meal that qualifies for federal reimbursement from the same meal service to a student who has been provided a free meal, pursuant to Education Code 49431, as amended by SB 95 (Ch.318 Statues of 2023)

~~(cf. 3552 Summer Meal Program)~~

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

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

~~(cf. 5030 Student Wellness)~~

~~(cf. 5141.27 Food Allergies/Special Dietary Needs)~~

Drinking Water

The District shall provide access to free, fresh drinking water during meal times in food service areas at all District schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

A district must allow students to bring and carry water bottles, and must encourage water consumption through promotional and educational activities and signage that focus on the benefits of drinking water (Education Code 38042, 38043)

Food Safety

The Superintendent or designee shall ensure that the District's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

For all District schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The District's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.

~~(cf. 4231—Staff Development)~~

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

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

~~(cf. 3580—District Records)~~

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)Policy Reference Disclaimer:

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

<u>State</u>	<u>Description</u>
<u>5 CCR 15510</u>	<u>Mandatory meals for needy students</u>
<u>5 CCR 15530-15535</u>	<u>Nutrition education</u>
<u>5 CCR 15550-15565</u>	<u>School lunch and breakfast programs</u>
<u>5 CCR 15575-15578</u>	<u>Requirements for foods and beverages outside the federal meals program</u>
<u>Ed. Code 35182.5</u>	<u>Contracts for advertising</u>
<u>Ed. Code 38080-38103</u>	<u>Cafeteria; establishment and use</u>
<u>Ed. Code 45103.5</u>	<u>Contracts for management consulting services; restrictions</u>
<u>Ed. Code 48432.3</u>	<u>Voluntary enrollment in continuation education</u>
<u>Ed. Code 49430-49434</u>	<u>Pupil Nutrition, Health, and Achievement Act of 2001</u>
<u>Ed. Code 49490-49494</u>	<u>School breakfast and lunch programs</u>
<u>Ed. Code 49501.5-49506</u>	<u>School meals</u>
<u>Ed. Code 49510-49520</u>	<u>Nutrition</u>
<u>Ed. Code 49530-49536</u>	<u>Child Nutrition Act</u>
<u>Ed. Code 49540-49546</u>	<u>Child care food program</u>
<u>Ed. Code 49547-49548.3</u>	<u>Comprehensive nutrition services</u>
<u>Ed. Code 49550.3-49562</u>	<u>Meals for needy students</u>
<u>Ed. Code 49570</u>	<u>National School Lunch Act</u>
<u>Ed. Code 51795-51798</u>	<u>School instructional gardens</u>
<u>H&S Code 113700-114437 C</u>	<u>California Retail Food Code; sanitation and safety requirements</u>
<u>Federal</u>	<u>Description</u>
<u>42 USC 1751-1769j</u>	<u>School Lunch Program</u>
<u>42 USC 1758b</u>	<u>Local wellness policy</u>
<u>42 USC 1761</u>	<u>Summer Food Service Program and Seamless Summer Feeding Option</u>
<u>42 USC 1769a</u>	<u>Fresh Fruit and Vegetable Program</u>
<u>42 USC 1771-1793</u>	<u>Child Nutrition Act</u>
<u>42 USC 1772</u>	<u>Special Milk Program</u>
<u>42 USC 1773</u>	<u>School Breakfast Program</u>
<u>7 CFR 210.1-210.33</u>	<u>National School Lunch Program</u>
<u>7 CFR 215.1-215.18</u>	<u>Special Milk Program</u>
<u>7 CFR 220.2-220.22</u>	<u>National School Breakfast Program</u>
<u>7 CFR 245.1-245.13</u>	<u>Eligibility for free and reduced-price meals and free milk</u>

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)

<u>Management Resources</u>	<u>Description</u>
<u>California Department of Education Publication</u>	<u>Healthy Children Ready to Learn, 2006</u> (https://www.cde.ca.gov/ls/fa/sf/documents/healthy-children.pdf)
<u>California Department of Education Publication</u>	<u>Professional Standards in the School Nutrition Programs, Management Bulletin SNP-13-2020, Updated January 2022</u> (https://www.cde.ca.gov/ls/nu/sn/mbsnp132020.asp)
<u>California Department of Food and Agriculture Publication</u>	<u>Planting the Seed: Farm to School Roadmap for Success, February 2022</u> (https://www.gov.ca.gov/wpcontent/uploads/2022/02/Farm_To_School_Report_20220222-small.pdf)
<u>California Project Lean Publication</u>	<u>Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006</u> (https://www.californiaprojectlean.org/docuserfiles/policy%20in%20Action%20Guide%20FINAL.pdf)
<u>CSBA Publication</u>	<u>Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2008</u> (https://www.csba.org/~/_/media/Files/EducationIssues/Wellness/200910_MFS_Guide.ashx)
<u>CSBA Publication</u>	<u>Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012</u> (https://www.csba.org/~/_/media/CSBA/Files/GovernanceResources/EducationIssues/ConditionsforChildren/201211MonitoringForSuccess.ashx?la=en&rev=90a8b252b84a4e80b2ebd6c1a6899865)
<u>CSBA Publication</u>	<u>Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007</u> (https://www.csba.org/~/_/media/3A78FEAF129D488FA34CFAAA16B38911.ashx)
<u>CSBA Publication</u>	<u>Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009</u>
<u>CSBA Publication</u>	<u>Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006</u> (https://www.csba.org/~/_/media/B5947DF3DE58432C9B038C9C38360684.ashx)
<u>U.S. Department of Agriculture Publication</u>	<u>School Breakfast Toolkit</u> (https://www.fns.usda.gov/sbp/toolkit)
<u>U.S. Department of Agriculture Publication</u>	<u>Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005</u> (https://www.fns.usda.gov/cr/fns-instruction-113-1)

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**Management Resources**U.S. Department of Agriculture
PublicationU.S. Department of Agriculture
PublicationU.S. Department of Agriculture
PublicationU.S. Department of Agriculture
PublicationWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsiteWebsite**Description**Dietary Guidelines for Americans, 2020
(https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary_Guidelines_for_Americans_2020-2025.pdf)Food Buying Guide for Child Nutrition Programs,
December 2007May 2022(<https://www.fns.usda.gov/tn/food-buyingguide>)Fresh Fruit and Vegetable Program: Handbook for
Schools, December 2010(<https://www.fns.usda.gov/ffvp/fresh-fruitsand-vegetable-program-handbook-schools>)Guidance for School Food Authorities: Developing
a School Food Safety Program Based on the
Process Approach to HACCP Principles, June 200573 ([https://www.fns.usda.gov/fs/developing-school-](https://www.fns.usda.gov/fs/developing-school-food-safetyprogram-based-process-approach-haccp)[food-safetyprogram-based-process-approach-haccp](https://www.fns.usda.gov/fs/developing-school-food-safetyprogram-based-process-approach-haccp))
CSBA District and County Office of EducationLegal ServicesU.S. Department of Agriculture, Food and Nutrition
ServiceCalifornia Farm Bureau FederationNourish CaliforniaCalifornia Project LEAN (Leaders Encouraging
Activity and Nutrition)Centers for Disease Control and PreventionCalifornia School Nutrition AssociationCalifornia Department of Education, School
Nutrition (<https://www.cde.ca.gov/ls/nu/sn/>)California Department of Food and Agriculture,
Office of Farm to Fork(<https://cafarmtofork.cdfa.ca.gov/>)National Alliance for Nutrition and ActivityCalifornia Department of Public HealthCalifornia Healthy Kids Resource CenterCSBA**Cross References****Code**32603260351035143514**Description**Fees And ChargesFees And ChargesGreen School OperationsEnvironmental SafetyEnvironmental Safety

FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**Cross References (continued)**

<u>Code</u>	<u>Description</u>
<u>3517</u>	<u>Facilities Inspection</u>
<u>3517-E(1)</u>	<u>Facilities Inspection</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3553</u>	<u>Free And Reduced Price Meals</u>
<u>3553</u>	<u>Free And Reduced Price Meals</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3555</u>	<u>Nutrition Program Compliance</u>
<u>3555-E(1)</u>	<u>Nutrition Program Compliance</u>
<u>3580</u>	<u>District Records</u>
<u>3850</u>	<u>District Records</u>
<u>4131</u>	<u>Staff Development</u>
<u>4141.6</u>	<u>Concerted Action/Work Stoppage</u>
<u>4141.6</u>	<u>Concerted Action/Work Stoppage</u>
<u>4231</u>	<u>Staff Development</u>
<u>4241.6</u>	<u>Concerted Action/Work Stoppage</u>
<u>4241.6</u>	<u>Concerted Action/Work Stoppage</u>
<u>5030</u>	<u>Student Wellness</u>
<u>5141.27</u>	<u>Food Allergies/Special Dietary Needs</u>
<u>5141.27</u>	<u>Food Allergies/Special Dietary Needs</u>
<u>5145.6</u>	<u>Parent/Guardian Notifications</u>
<u>5145.6-E(1)</u>	<u>Parent/Guardian Notifications</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>6142.8</u>	<u>Comprehensive Health Education</u>
<u>6142.8</u>	<u>Comprehensive Health Education</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173-E(2)</u>	<u>Education For Homeless Children</u>
<u>6176</u>	<u>Weekend/Saturday Classes</u>
<u>7110</u>	<u>Facilities Master Plan</u>

FREE AND REDUCED PRICE MEALS

The Board of Trustees recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the District's food service program.

~~(cf. 3551 Food Service Operations/Cafeteria Fund)~~
~~(cf. 3552 Summer Meal Program)~~
~~(cf. 5030 Student Wellness)~~
~~(cf. 5148 Child Care and Development)~~
~~(cf. 5148.2 Before/After School Programs)~~
~~(cf. 6177 Summer Learning Programs)~~

The District shall ~~provide~~ make available at least one nutritionally adequate breakfast and one nutritiously adequate lunch meal each school day, ~~free of charge or at a reduced price, for students whose families meet federal eligibility criteria.~~ for any student who requests a meal. (Education Code 49550, 49552)

After a student has been provided a school meal at no cost, the District may sell the student an additional nutritiously adequate meal that qualifies for federal reimbursement from the same meal service. (Education Code 49431)

To provide optimal nutrition and reduce the administrative burden of food service operations, the Superintendent or designee shall assess the eligibility of District schools to provide breakfast and/or lunch free of charge to all students at the school under a federally funded universal meal service provision, such as Provision 2 or the Community Eligibility Provision, pursuant to 42 USC 1759a.

If any District school meets the criteria for a "very high poverty school" through its eligibility for the federal Community Eligibility Provision reimbursement rate pursuant to 42 USC 1759a, the District shall apply to the California Department of Education (CDE) to operate a universal meal service, unless the Board adopts a resolution stating that the District is unable to comply with this requirement due to fiscal hardship. The resolution shall be part of the public agenda for at least two consecutive Board meetings, first as an information item and then as an action item. The Board shall reconsider the resolution at least once every four years. (Education Code 49564; 42 USC 1759a)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards as specified in accordance with law, Board policy, and ~~administrative regulation.~~ District adopted guidelines.

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

The Board shall approve, and shall submit to the CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

~~(cf. 0110 Nondiscrimination in District Programs and Activities)~~
~~(cf. 3555 Nutrition Program Compliance)~~
~~(cf. 5145.3 Nondiscrimination/Harassment)~~

FREE AND REDUCED PRICE MEALS (continued)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

~~(cf. 5125—Student Records)~~

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data

~~(cf. 6162.51—State Academic Achievement Tests)~~

2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576

~~(cf. 6171—Title I Programs)~~

If a student transfers from the District to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals.

FREE AND REDUCED PRICE MEALS (continued)

Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the District has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the District and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. ~~5141.6 School Health Services~~)

*Legal Reference:*EDUCATION CODE~~48980 Notice at beginning of term~~~~49430 49434 Pupil Nutrition, Health, and Achievement Act of 2001~~~~49490 49494 School breakfast and lunch programs~~~~49500 49505 School meals~~~~49510 49520 Nutrition~~~~49530 49536 Child Nutrition Act of 1974~~~~49547 49548.3 Comprehensive nutrition service~~~~49550 49561.5 Meals for needy students~~CODE OF REGULATIONS, TITLE 5~~15510 Mandatory meals for needy students~~~~15530 15535 Nutrition education~~~~15550 15565 School lunch and breakfast programs~~UNITED STATES CODE, TITLE 20~~1232g Federal Educational Rights and Privacy Act~~~~6301 6576 Elementary and Secondary Education Act~~UNITED STATES CODE, TITLE 42~~1751 1769j School lunch program~~~~1771 1791 Child nutrition, especially:~~~~1773 School breakfast program~~CODE OF FEDERAL REGULATIONS, TITLE 7~~210.1 210.31 National School Lunch Program~~~~220.10 220.21 National School Breakfast Program~~~~245.1 245.13 Determination of eligibility for free and reduced price meals and free milk~~*Management Resources:*CSBA PUBLICATIONS~~Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012~~~~Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~Direct Certification Implementation Checklist,~~~~Free and Reduced Price Meals: Universal Meal Service, Nutrition Services Division Management Bulletin~~~~SNP 01 2018, January 2018~~U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS~~Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015~~~~Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002~~

FREE AND REDUCED PRICE MEALS (continued)*Management Resources: (continued)*WEB SITESCSBA: <http://www.esba.org>California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>California Food Policy Advocates: <https://efpa.net>~~California Project LEAN (Leaders Encouraging Activity and Nutrition):~~<http://www.californiaprojectlean.org>U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>**Policy Reference Disclaimer:**

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

State5 CCR 15510**Description**Mandatory meals for needy students5 CCR 15530-15535Nutrition education5 CCR 15550-15565School lunch and breakfast programsEd. Code 48980Parent/Guardian notificationsEd. Code 49430-49434Pupil Nutrition, Health, and Achievement Act of 2001Ed. Code 49490-49494School breakfast and lunch programsEd. Code 49501.5-49506School mealsEd. Code 49510-49520NutritionEd. Code 49530-49536Child Nutrition ActEd. Code 49547-49548.3Comprehensive nutrition servicesEd. Code 49550.3-49564.5Meals for needy studentsEd. Code 49564.3High-poverty schools; universal meal service**Federal**20 USC 1232g**Description**Family Educational Rights and Privacy Act (FERPA) of 197420 USC 6301-6576Title I Improving the Academic Achievement of the Disadvantaged42 USC 1751-1769jSchool Lunch Program42 USC 1771-1791Child nutrition42 USC 1773School Breakfast Program

FREE AND REDUCED PRICE MEALS (continued)**Federal**7 CFR 210.1-210.33**Description**National School Lunch Program7 CFR 220.10-220.21National School Breakfast Program7 CFR 245.1-245.13Eligibility for free and reduced-price meals and free milk**Management Resources**California Department of Education Publication**Description**Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018
(<https://www.cde.ca.gov/ls/nu/sn/mbsnp022018.asp>)California Department of Education PublicationUpdated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, Management Bulletin SNP-12-2015, July 2015(<https://www.cde.ca.gov/ls/nu/sn/mbsnp122015.asp>)CSBA PublicationMonitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012(<https://www.csba.org/-/media/CSBA/Files/GovernanceResources/EducationIssues/ConditionsofChildren/201211MonitoringForSuccess.ashx?la=en&rev=90a8b252b84a4e80b2ebd6c1a6899865>)CSBA PublicationStudent Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006(https://www.csba.org/~/_/media/B5947DF3DE58432C9B038C9C38360684.ashx)U.S. Department of Agriculture PublicationProvision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002(<https://www.fns.usda.gov/cn/provision-2-guidance-national-school-lunch-and-school-breakfast-programs>)U.S. Dept of Agriculture PublicationEligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017
(<https://www.fns.usda.gov/cn/eligibility-manual-school-meals>)

FREE AND REDUCED PRICE MEALS (continued)**Management Resources**

<u>Website</u>	<u>Description</u>
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>
<u>Website</u>	<u>U.S. Department of Agriculture, Food and Nutrition Service</u>
<u>Website</u>	<u>Nourish California</u>
<u>Website</u>	<u>California Project LEAN (Leaders Encouraging Activity and Nutrition)</u>
<u>Website</u>	<u>California Department of Education, Nutrition Services Division</u>
<u>Website</u>	<u>CSBA</u>

Cross References

<u>Code</u>	<u>Description</u>
<u>0200</u>	<u>Goals For The School District</u>
<u>0410</u>	<u>Nondiscrimination In District Programs And Activities</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>1340</u>	<u>Access To District Records</u>
<u>1340</u>	<u>Access To District Records</u>
<u>1400</u>	<u>Relations Between Other Governmental Agencies And The Schools</u>
<u>3100</u>	<u>Budget</u>
<u>3100</u>	<u>Budget</u>
<u>3250</u>	<u>Transportation Fees</u>
<u>3250</u>	<u>Transportation Fees</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>

FREE AND REDUCED PRICE MEALS (continued)**Cross References (continued)**

<u>Code</u>	<u>Description</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3555</u>	<u>Nutrition Program Compliance</u>
<u>3555-E(1)</u>	<u>Nutrition Program Compliance</u>
<u>4119.23</u>	<u>Unauthorized Release Of Confidential/Privileged Information</u>
<u>4219.23</u>	<u>Unauthorized Release Of Confidential/Privileged Information</u>
<u>4319.23</u>	<u>Unauthorized Release Of Confidential/Privileged Information</u>
<u>5030</u>	<u>Student Wellness</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5125</u>	<u>Student Records</u>
<u>5125</u>	<u>Student Records</u>
<u>5141.6</u>	<u>School Health Services</u>
<u>5141.6</u>	<u>School Health Services</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5145.6</u>	<u>Parent/Guardian Notifications</u>
<u>5145.6-E(1)</u>	<u>Parent/Guardian Notifications</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148</u>	<u>Child Care And Development</u>

FREE AND REDUCED PRICE MEALS (continued)**Cross References (continued)**

<u>Code</u>	<u>Description</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173-E(2)</u>	<u>Education For Homeless Children</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6175</u>	<u>Migrant Education Program</u>
<u>6175</u>	<u>Migrant Education Program</u>
<u>6176</u>	<u>Weekend/Saturday Classes</u>
<u>6177</u>	<u>Summer Learning Programs</u>

FREE AND REDUCED PRICE MEALS

Applications

The Superintendent or designee shall ensure that the District's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The District's application packet shall include the notifications and information listed in Education Code 49557.2.

~~(cf. 3550—Food Service/Child Nutrition Program)~~
~~(cf. 3551—Food Service Operations/Cafeteria Fund)~~
~~(cf. 3552—Summer Meal Program)~~

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 49557, 42 USC 1758; 7 CFR 245.5)

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

In addition, the District application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are ~~homeless or migrant~~, experiencing homelessness or who is migratory and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the District attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified, for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

~~(cf. 6173—Education for Homeless Children)~~

FREE AND REDUCED PRICE MEALS (continued)

~~(cf. 6173.1—Education for Foster Youth)~~
~~(cf. 6175—Migrant Education Program)~~

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the District the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

The Superintendent designates the following District employee(s) to use individual records pertaining to student participation in the free and reduced-price meal program for the purpose

FREE AND REDUCED PRICE MEALS (continued)

of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

District CalPads and Data Management Coordinator
 District Research Learning and Data Support Technician
 District Student Information Systems Manager
 District Instruction and Support Services Directors
 District Site Administrators
 District Accountants, reporting to Director of Fiscal Services
 District Secretary IV, College and Career Readiness

Furthermore, the Superintendent designates the following District employee(s) to use individual records pertaining to student participation in the free and reduced-price meal program for the purposes of determining funding allocations under the Local Control Funding Formula (LCFF) and for assessing accountability of that funding. The designees may provide, upon request, to another school District, charter school, or county office of education that is serving student living in the same household as an enrolled student for purposes related to free and reduced-price meal program eligibility and for data used in LCFF calculation, pursuant to Education Code 49558:

District CalPads and Data Management Coordinator
 District Network Services Coordinator(s)
 District Accountants, reporting to Director of Fiscal Services
 District Secretary IV, College and Career Readiness

In using the records for such purposes, the Superintendent or designee shall ensure that: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.

| ~~(cf. 5125—Student Records)~~

2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.

| ~~(cf. 4119.23/4219.23/4319.23—Unauthorized Release of Confidential/Privileged Information)~~

3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

FREE AND REDUCED PRICE MEALS (continued)**Nondiscrimination Plan**

The District's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals at a different time.

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~
~~(cf. 3555—Nutrition Program Compliance)~~

When more than one lunch or breakfast is offered, the students shall have the same choice of meals as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

Policy Reference Disclaimer:

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

<u>State</u>	<u>Description</u>
<u>5 CCR 15510</u>	<u>Mandatory meals for needy students</u>
<u>5 CCR 15530-15535</u>	<u>Nutrition education</u>
<u>5 CCR 15550-15565</u>	<u>School lunch and breakfast programs</u>
<u>Ed. Code 48980</u>	<u>Parent/Guardian notifications</u>
<u>Ed. Code 49430-49434</u>	<u>Pupil Nutrition, Health, and Achievement Act of 2001</u>
<u>Ed. Code 49490-49494</u>	<u>School breakfast and lunch programs</u>
<u>Ed. Code 49501.5-49506</u>	<u>School meals</u>
<u>Ed. Code 49510-49520</u>	<u>Nutrition</u>

FREE AND REDUCED PRICE MEALS (continued)**State**Ed. Code 49530-49536**Description**Child Nutrition ActEd. Code 49547-49548.3Comprehensive nutrition servicesEd. Code 49550.3-49564.5Meals for needy studentsEd. Code 49564.3High-poverty schools; universal meal service**Federal**20 USC 1232g**Description**Family Educational Rights and Privacy Act (FERPA) of 197420 USC 6301-6576Title I Improving the Academic Achievement of the Disadvantaged42 USC 1751-1769jSchool Lunch Program42 USC 1771-1791Child nutrition42 USC 1773School Breakfast Program7 CFR 210.1-210.33National School Lunch Program7 CFR 220.10-220.21National School Breakfast Program7 CFR 245.1-245.13Eligibility for free and reduced-price meals and free milk**Management Resources**California Department of Education Publication**Description**Clarification on the Sharing of Individual Student Eligibility Information for Local Control and Accountability Plan Purposes, Management Bulletin SNP-02-2018, May 2018 (<https://www.cde.ca.gov/ls/nu/sn/mbsnp022018.asp>)California Department of Education PublicationUpdated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, Management Bulletin SNP-12-2015, July 2015 (<https://www.cde.ca.gov/ls/nu/sn/mbsnp122015.asp>)

FREE AND REDUCED PRICE MEALS (continued)**Management Resources****Description**CSBA Publication

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012(<https://www.csba.org/-/media/CSBA/Files/GovernanceResources/EducationIssues/ConditionsofChildren/201211MonitoringForSuccess.ashx?la=en&rev=90a8b252b84a4e80b2ebd6c1a6899865>)

CSBA Publication

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, April 2006(<https://www.csba.org/~/~~/media/B5947DF3DE58432C9B038C9C38360684.ashx>)

U.S. Department of Agriculture Publication

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002(<https://www.fns.usda.gov/cn/provision-2-guidance-national-school-lunch-and-school-breakfast-programs>)

U.S. Dept of Agriculture Publication

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2017
(<https://www.fns.usda.gov/cn/eligibility-manual-school-meals>)

Website

CSBA District and County Office of Education Legal Services

Website

U.S. Department of Agriculture, Food and Nutrition Service

Website

Nourish California

Website

California Project LEAN (Leaders Encouraging Activity and Nutrition)

Website

California Department of Education, Nutrition Services Division

Website

CSBA

FREE AND REDUCED PRICE MEALS (continued)**Cross References**

<u>Code</u>	<u>Description</u>
<u>0200</u>	<u>Goals For The School District</u>
<u>0410</u>	<u>Nondiscrimination In District Programs And Activities</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>0460</u>	<u>Local Control And Accountability Plan</u>
<u>1340</u>	<u>Access To District Records</u>
<u>1340</u>	<u>Access To District Records</u>
<u>1400</u>	<u>Relations Between Other Governmental Agencies And The Schools</u>
<u>3100</u>	<u>Budget</u>
<u>3100</u>	<u>Budget</u>
<u>3250</u>	<u>Transportation Fees</u>
<u>3250</u>	<u>Transportation Fees</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
<u>3550</u>	<u>Food Service/Child Nutrition Program</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3551</u>	<u>Food Service Operations/Cafeteria Fund</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3552</u>	<u>Summer Meal Program</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3554</u>	<u>Other Food Sales</u>
<u>3555</u>	<u>Nutrition Program Compliance</u>
<u>3555-E(1)</u>	<u>Nutrition Program Compliance</u>

FREE AND REDUCED PRICE MEALS (continued)**Cross References (continued)**

<u>Code</u>	<u>Description</u>
<u>4119.23</u>	<u>Unauthorized Release Of Confidential/Privileged Information</u>
<u>4219.23</u>	<u>Unauthorized Release Of Confidential/Privileged Information</u>
<u>4319.23</u>	<u>Unauthorized Release Of Confidential/Privileged Information</u>
<u>5030</u>	<u>Student Wellness</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5117</u>	<u>Interdistrict Attendance</u>
<u>5125</u>	<u>Student Records</u>
<u>5125</u>	<u>Student Records</u>
<u>5141.6</u>	<u>School Health Services</u>
<u>5141.6</u>	<u>School Health Services</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5145.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5145.6</u>	<u>Parent/Guardian Notifications</u>
<u>5145.6-E(1)</u>	<u>Parent/Guardian Notifications</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>5148.2</u>	<u>Before/After School Programs</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6162.51</u>	<u>State Academic Achievement Tests</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6171</u>	<u>Title I Programs</u>
<u>6173</u>	<u>Education For Homeless Children</u>
<u>6173</u>	<u>Education For Homeless Children</u>

FREE AND REDUCED PRICE MEALS (continued)**Cross References (continued)**

<u>Code</u>	<u>Description</u>
<u>6173-E(1)</u>	<u>Education For Homeless Children</u>
<u>6173-E(2)</u>	<u>Education For Homeless Children</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6173.1</u>	<u>Education For Foster Youth</u>
<u>6175</u>	<u>Migrant Education Program</u>
<u>6175</u>	<u>Migrant Education Program</u>
<u>6176</u>	<u>Weekend/Saturday Classes</u>
<u>6177</u>	<u>Summer Learning Programs</u>

CONSULTANTS

The Board of Trustees authorizes the use of consultants and other independent contractors to provide expert professional advice or specialized technical or training services which are not needed on a continuing basis and which cannot be provided by District staff because of limitations of time, experience, or knowledge. Individuals, firms, or organizations employed as ~~consultants~~ independent contractors may assist management with decisions and/or project development related to financial, economic, accounting, engineering, legal, administrative, instructional, or other matters.

As part of the contract process, the Superintendent or designee shall determine, ~~in accordance with Internal Revenue Service guidelines,~~ that the consultant individual, firm, or organization is properly classified as an independent contractor. ~~District employees who perform extra duty consultant services shall not be retained as independent contractors. They shall be considered employees for all purposes, even if the additional services are not related to their regular duties.~~

A person providing labor or services for remuneration shall be considered an employee rather than an independent contractor unless the District is able to demonstrate that all of the following conditions have been met: (Labor Code 2775)

1. The person is free from the control and direction of the District in connection with the performance of the work.
2. The person is performing work that is outside the usual course of the District providing educational services.
3. The person is customarily engaged in an independently established trade, occupation, or business of the same nature as the work to be performed.

The determination of whether an individual acting as a sole proprietor or a firm or other business organization is an independent contractor shall be made in accordance with Labor Code 2775-2785, as applicable.

All consultant contracts shall be brought to the Board for approval.

~~(cf. 3312 - Contracts)~~

~~The District shall not contract for consulting services that can be performed without charge by a public agency or official unless these services are unavailable from the public source for reasons beyond the District's control.~~

All qualified ~~firms or resource persons~~ independent contractors shall be accorded equal opportunity for ~~consultant~~ contracts regardless of actual or perceived race, ~~creed~~ ethnicity, color, national origin, ancestry, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, ~~gender, gender identity, gender expression, immigration status, or association with a person or group with one or more of these actual or perceived characteristics.~~ national or ethnic origin, age or disability. (Education Code 220; Government Code 12940)

CONSULTANTS (continued)

~~(cf. 3311—Bids)
(cf. 3551—Food Service Operations/Cafeteria Fund)
(cf. 4030—Nondiscrimination in Employment)~~

Independent contractors ~~applying for a consultant contract~~ shall submit a written conflict of interest statement disclosing financial interests as determined necessary by the Superintendent or designee, depending on the range of duties to be performed by the consultant. The Superintendent or designee shall consider this statement when deciding whether to recommend ~~the consultant's employment~~ approval of the contract.

~~(cf. 9270—Conflict of Interest)~~

Any consultant hired by the District who is subject to the filing requirements in the District's conflict of interest code shall file a Statement of Economic Interests within the time period required by law. (Government Code 87302)

When employees of a public university, county office of education, or other public agency serve as consultants or resource persons independent contractors in other capacities for the District, they shall certify as part of the ~~consultant~~ agreement that they will not receive salary or remuneration other than vacation pay from any other public agency for the specific days when they work for ~~this~~ the District.

The Board prohibits the harassment of an independent contractor by any District employee or by any other person with whom the independent contractor comes in contact during the course of employment with the District. Additionally, the Board prohibits the harassment of a District employee by an independent contractor. Any complaint of harassment shall be investigated and resolved in accordance with applicable District complaint procedures. (Government Code 12940)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

~~10400-10407—Cooperative improvement programs~~

~~17596—Limit on continuing contracts~~

~~35010—Control of districts; prescription and enforcement of rules~~

~~35172—Promotional activities~~

~~35204—Contract with attorney~~

~~44925—Part-time readers employed as independent contractors~~

~~45103—Classified service in districts not incorporating the merit system~~

~~45103.5—Contracts for food service consulting services~~

~~45134-45135—Employment of retired classified employee~~

~~45256—Merit system districts; classified service; positions established for professional experts on a temporary basis~~

CONSULTANTS (continued)GOVERNMENT CODE53060 Contract for special services and adviceManagement Resources:INTERNAL REVENUE SERVICE PUBLICATIONS15-A Employer's Supplemental Tax GuidePolicy Reference Disclaimer:

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

State2 CCR 18700-18760Ed. Code 10400-10407Ed. Code 17596Ed. Code 220Ed. Code 35010Ed. Code 35172Ed. Code 35204Ed. Code 44925Ed. Code 45103Ed. Code 45103.5Ed. Code 45134-45135Ed. Code 45256Gov. Code 12940-12952Gov. Code 53060Gov. Code 82019Gov. Code 87300-87313Lab. Code 2775-2787Unemp. Ins. Code 606.5Unemp. Ins. Code 621**Description**Conflicts of InterestCooperative improvement programsLimit on continuing contractsProhibition of discriminationControl of district; prescription and enforcement of rulesPromotional activitiesContract with attorney in private practicePart-time readers employed as independent contractorsClassified service in districts not incorporating the merit systemContracts for management consulting services; restrictionsEmployment of retired classified employeeMerit system districts; classified service; positions established for professional experts on a temporary basisUnlawful employment practicesSpecial services and adviceDefinition; designated employeeConflict of interest codeWorker status: employeesDetermination of employment statusEmployee defined**Management Resources**Court DecisionCourt DecisionWebsite**Description**Dynamex Operations West, Inc. v. Superior Court of Los Angeles (2018) 4 Cal. 5th 903S.G. Borello & Sons, Inc. v. Department of Industrial Relations (1989) 48 Cal. 3d 341CSBA District and County Office of Education Legal Services

CONSULTANTS (continued)**Cross References**

<u>Code</u>	<u>Description</u>
<u>0410</u>	<u>Nondiscrimination In District Programs And Activities</u>
<u>0415</u>	<u>Equity</u>
<u>3311</u>	<u>Bids</u>
<u>3311</u>	<u>Bids</u>
<u>3312</u>	<u>Contracts</u>
<u>3470</u>	<u>Debt Issuance And Management</u>
<u>3515.6</u>	<u>Criminal Background Checks For Contractors</u>
<u>4030</u>	<u>Nondiscrimination In Employment</u>
<u>4030</u>	<u>Nondiscrimination In Employment</u>
<u>4112.23</u>	<u>Special Education Staff</u>
<u>4117.14</u>	<u>Postretirement Employment</u>
<u>4119.11</u>	<u>Sexual Harassment</u>
<u>4119.11</u>	<u>Sexual Harassment</u>
<u>4119.12</u>	<u>Title IX Sexual Harassment Complaint Procedures</u>
<u>4132</u>	<u>Publication Or Creation Of Materials</u>
<u>4219.11</u>	<u>Sexual Harassment</u>
<u>4219.11</u>	<u>Sexual Harassment</u>
<u>4219.12</u>	<u>Title IX Sexual Harassment Complaint Procedures</u>
<u>4232</u>	<u>Publication Or Creation Of Materials</u>
<u>4317.14</u>	<u>Postretirement Employment</u>
<u>4319.11</u>	<u>Sexual Harassment</u>
<u>4319.11</u>	<u>Sexual Harassment</u>
<u>4319.12</u>	<u>Title IX Sexual Harassment Complaint Procedures</u>
<u>4332</u>	<u>Publication Or Creation Of Materials</u>
<u>9270</u>	<u>Conflict Of Interest</u>
<u>9270-E PDF(1)</u>	<u>Conflict Of Interest</u>