

CLAIMS AND ACTIONS AGAINST THE DISTRICT**TIME LIMITATIONS**

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property or growing crops shall be presented to the Board of Trustees no later than six months after the accrual of the cause of action.
2. Claims for money or damages as authorized in Government Code 905 and not included in paragraph #1 above shall be filed not later than one year after the accrual of the cause of action.
3. Claims for money or damages specifically expected from Government Code 905 shall be filed not later than six months after the accrual of the cause of action.

LATE CLAIMS

Claims under paragraphs #1 and #3 above which are filed later than six months after the accrual of the cause of action must be accompanied by an application to file a late claim. Such claim and application to file a late claim must be filed not later than one year after the accrual of the cause of action.

If a claim under paragraphs #1 or #3 is filed later and is not accompanied by the application, the Superintendent or designee shall, within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

The application to file a late claim shall state the reason for the delay. The Superintendent or designee shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Superintendent or designee, this 45-day period may be extended by written agreement made before the expiration of such period. If the Superintendent or designee does not take action on the application within 45 days, it shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement.

If the application to present a late claim is denied, the claimant shall be given notice.

DELIVERY AND FORM OF CLAIM

A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U. S. Government in a sealed envelope properly addressed to the district office with postage paid.

Claims are to be submitted as prescribed in Section 910 and 910.2 of the Government Code.

NOTICE OF CLAIM INSUFFICIENCY

The Superintendent or designee shall review all claims for sufficiency of information. The Superintendent or designee may, within 20 days of receipt of claim, either personally deliver or mail to claimant a notice stating deficiencies in the claim presented. If such notice is delivered or sent to claimant, there will be no action upon the claim until at least 15 days after such notice is sent.

AMENDMENTS TO CLAIM

Within 45 days after the presentation or amendment of a claim, the Superintendent or designee shall take action on the claim. (Government Code 912.4) This time limit may be extended by written agreement before the expiration of the 45-day period or before legal action is commenced or barred by legal limitations. (Government Code 912.4) The Superintendent or designee shall transmit to the claimant a notice of action taken. If not action is taken within the prescribed time limits, the claim shall be deemed to have been rejected and the claimant notified in accordance with Government Code 913.

ROSTER OF PUBLIC AGENCIES

The Superintendent or designee shall annually verify that all information regarding the school district and the Board is filed accurately with the Roster of Public Agencies in the office of the Secretary of State and the County Clerk. The verified information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary and other members of the Board.