California Department of Education
Form J-4A (Rev. 6/13)

Chairperson Certification of Meetings and Attendance (Sample)
Cooperative County Publication Projects
Fiscal Year 2013–14
(Reimburses 2012–13 Expenses)

Attendance information, from July 1, 2012 through June 30, 2013, must be reported for meetings of the Curriculum and Instruction Steering Committee (CISC) and its various subcommittees as they relate to cooperative county publication projects. This information also must be confirmed by the CISC Chair in order for county offices to be reimbursed by the state for their employees' associated travel expenses.

I. Name of Committee/Subcommittee: Accountability

Meeting Convener (generally this is the CISC Chair or Subcommitte Lead):

Name:	Roger Gilbert
County Office:	Alameda County Office of Education
Phone:	510-123-4568
E-mail	rgilbert@acoe.org
Other Contact Name:	Elizabeth Murphy
Other County:	
Phone:	510-123-4567
E-mail	emurphy@acoe.org

II. Meeting Dates and Locations:

List all Meeting Dates Below (one date per row) month/day/year format	List the Meeting Location for Each Date Listed in Previous Column
07/10/12	Sacramento
07/11/12	Sacramento
11/24/12	San Diego
11/25/12	San Diego
02/14/13	Los Angeles
02/15/13	Los Angeles
05/23/13	Sacramento
05/24/13	Sacramento
Add more rows as necessary	

III. Committee/Subcommittee Member Information:

List the Names of All Committee/ Subcommittee Members (or Substitutes) Who Attended One or More Meeting Days Listed in Section II.	Member's Employer County
Amy Oropeza	El Dorado
Cathy Dehessa	El Dorado
Eileen Ferguson	Los Angeles
Faye Brooks	Los Angeles
JoAnn Yee	Madera
Kiley Johnson	Madera
Dennis Robinson	Riverside
Tom Hannan	Riverside
Mari Fisher	San Luis Obispo
Jeff Tulga	San Luis Obispo
Joe McKinley	Ventura
Wendi Rodriguez	Ventura
Add more rows as necessary	

IV. To Be Completed by the Committee Chair /Subcommittee Lead reported in Section I.
I certify that the information reported in Sections II. and III. above is complete and accurate.

Signature: _____

V. To Be Completed by the Curriculum and Instruction Steering Committee Chair
I certify that I have confirmed the information reported in Section II and III. above.

Signature: _____

Sample