

CENTER JOINT UNIFIED SCHOOL DISTRICT

www.centerusd.org

Local Control Accountability Plan Goals:

1. All students will graduate college/career ready through high-quality instruction coupled with interventions and supports (Multi-Tiered System of Supports) that eliminate barriers to student success.
2. All stakeholders will experience a school and district climate that is physically and emotionally safe and supportive.
3. All students will benefit from improved partnerships and communication with all stakeholders.

BOARD OF TRUSTEES REGULAR MEETING

**District Board Room
Center Joint Unified School District Annex
3243 Center Court Lane, Antelope, CA 95843**

Trustee Kelley will be participating remotely
from 2627 Fontana Circle, Visalia, CA 93277

This meeting will be held in accordance with California Government Code Section 59453, Subdivision (e) of the Ralph M. Brown Act (California Government Code Section 54950, et seq.), and the Federal American with Disabilities Act. While this meeting will be physically open to the public, members of the public may view the meeting as televised via our YouTube page (below), or may participate and comment via the application, Zoom (video or call-in options). The link and call-in numbers to the Zoom access will be available on the day of the meeting. Members of the public may address the Board on the topics of our Board agenda in addition to topics that are under the jurisdiction of the Board and are not on the agenda, although, the board, by law, may not take action at this meeting on non-agendized topics. If you wish to make a public comment during Public Comments or public comment time of an item while attending in person, please complete a speaker card. If you wish to make a public comment during Public Comments or public comment time of an item while attending remotely, login to the Zoom link or Zoom Call In number, click the "raise hand" button during the item you wish to comment on. The meeting host will unmute your mic at the appropriate time.

Livestream:

<https://www.centerusd.org/Board/Board-Livestream/index.html>

Wednesday, May 18, 2022 - 6:00 p.m.

I. CALL TO ORDER & ROLL CALL - 5:30 p.m.

II. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Student Expulsions/Readmissions (G.C. §54962)
2. Public Employee Discipline/Dismissal/Release (G.C. §54957)
3. Public Employee Performance Evaluation (**Certificated**) Superintendent (G.C. §54957)

Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]

NOTICE: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at Center Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

III. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

IV. CLOSED SESSION - 5:30 p.m.

V. OPEN SESSION - CALL TO ORDER - 6:00 p.m.

VI. FLAG SALUTE

In recognition of free speech and the following board agenda item, we welcome all and would like to note that saying the pledge of allegiance is not a requirement to participate in the business of this public board. If you do not say the pledge for religious, political, social, or personal reasons, you are most welcome here as an equal participant in the business of this board.

VII. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION Info/Action

VIII. ADOPTION OF AGENDA Action

IX. ORGANIZATION REPORTS (3 minutes each) Info

1. CUTA - Venessa Mason, President
2. CSEA – Niesha Harris, President

X. REPORTS/PRESENTATIONS (8 minutes each) Info

- Curr & Instr
↓
1. Diversity in Elementary Curriculum: English Language Arts – Mike Jordan
 2. I-Ready Spring Scores – Mike Jordan

XI. COMMITTEE UPDATES (8 minutes each) Info

- Facilities & Op.
1. **Facilities Update** – Richard Putnam

XII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA Public Comments Invited

Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board may not discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 54954.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.

XIII. CONSENT AGENDA (5 minutes) Action

NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.

- Governance
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↓
- Personnel
↓
↓
- Spec Ed
- Curr & Instr
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↓
1. Approve Adoption of Minutes from April 20, 2022 Regular Meeting
 2. Approve Adoption of Minutes from April 23, 2022 Board Workshop
 3. Approve 2022-2023 Agreement for Special Services – Legal Fees with Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law
 4. Approve Classified Personnel Transactions
 5. Approve Certificated Personnel Transactions
 6. Approve Updated and Revised Job Description: English Language Development (ELD) Teacher (Formerly called English Language Resource Teacher – ELRT)
 7. Approve Professional Service Agreement - Addendum: Jamie Holmes, ATX Learning Group
 8. Approve Curriculum Materials for Use in 2022-23 School Year
 9. Approve Memorandum of Understanding Agreement #23004 – SCOE McGraw Hill Wonders K-6 Teacher Training
 10. Approve CORE – Elementary Teacher K-6 Grade Online Academy & Professional Development Summer Learning Opportunities
 11. Approve 2022/2023 Contract with Dr. Robert A. Hoffman O.D. MCT Vision Screening

↓	12.	Approve Professional Service Agreement: Document Tracking Services
↓	13.	Approve Out-of-State Travel for College Prep Math (CPM) Inspiration and Ideas Implementation Course in Salt Lake City, Utah: M. Allred & S. Cline, Riles MS
↓	14.	Approve Memorandum of Understanding with Sacramento Children's Home (SCH) to Continue to Deliver Evidence-based Curricula Focused on Teaching Interpersonal Problem Solving and Conflict Resolution Skills Necessary to Interact Positively and Safely
↓	15.	Ratify Professional Services Agreement: Jose DiGregorio
↓	16.	Approve FBLA Trip: FBLA (Future Business Leaders of America) Leadership Summit at Moorpark College
↓	17.	Approve Algebra Waiver for students with an IEP Who Qualify
Facilities & Op.	18.	Approve Contract by and between BRCO Constructors Inc. and Center Joint Unified School District to Provide Construction Services for the New Computer Technical and Construction Trades Buildings at Center High School
Business	19.	Approve T-Mobile Cell Tower Agreement
↓	20.	Approve Resolution #26/2021-22: Committed Fund Balance Designation
↓	21.	Approve Payroll Orders: July 2021 – April 2022
↓	22.	Approve Supplemental Agenda (Vendor Warrants): April 2022

XIV. BUSINESS ITEMS

Governance	A.	<u>First Reading: Board Policy 0415 – Equity in Education</u>	Action
		The Board met on April 23, 2022 to discuss and put together a policy regarding Equity. The document included in the packet is the outcome of that workshop.	
↓	B.	<u>WestEd – Diversity, Equity, and Inclusion</u>	Action
		The district, through board direction, has been pursuing contracting with an outside organization to provide training to all staff members around culturally responsive practices. District staff has been pursuing this with multiple organizations and as a result of this research have determined that before we can establish specific trainings, we need to set a foundation for this work. This effort is not a one-time professional development class, but rather a multi-year process to develop a system-wide change to better serve our students, staff, and community.	
↓	C.	<u>Resolution #25/2021-2022: Resolution of the Board of Trustees of the Center Joint Unified School District Adopting a Proposal to Limit the Number of Consecutive Terms a Member of the Governing Board May Serve, Ordering an Election on the Proposal, Establishing Specifications of the Election Order, and Requesting Consolidation with Other Elections Occurring on November 8, 2022</u>	Action
Curr & Instr	D.	<u>A-G Completion Improvement Grant Plan</u>	Action
		The purpose of the A-G Completion Improvement Grant is to provide additional supports to help increase the number of high school students, particularly unduplicated students, who graduate from high school with A-G eligibility.	
Governance	E.	<u>First Reading: Board Bylaw 9005.1 – Governance Standards: Censure and Procedures</u>	Action
		It was requested that the Board develop and consider adopting a policy on censure. The board does not currently have a censure policy.	

Board Policy 0420.42 - Charter School Renewal

Policy updated to reflect **NEW LAW (AB 130, 2021)** which extends the term by two years for all charter schools whose term expires on or between January 1, 2022 and June 30, 2025 and requires, for renewals and denials, that the most recent years for which state data is available preceding the renewal or denial decision be used in determining whether specified criteria are met if the two consecutive years preceding the renewal or denial include the 2019-20 or 2020-21 school year. Policy also updated for clarity and consistency with law.

Administrative Regulation 3515.6 - Criminal Background Check for Contractors

Regulation updated to reflect **NEW LAW (AB 130, 2021)** which requires any entity, including a sole proprietor, that has a contract with a district to ensure that employees who interact with students outside of the immediate supervision and control of the student's parent/guardian or school staff have a valid criminal records summary and to immediately provide any subsequent arrest and conviction information received pursuant to the subsequent arrest service. Regulation also updated to delete the list of service providers as the services in Items #1-5 are no longer listed in law and the services in Item #6 regarding the construction, reconstruction, rehabilitation, or repair of a school facility are considered in another portion of the regulation, delete material regarding an exception for employees with limited contact with students as it is no longer provided for in law, generalize information regarding steps that may be taken to protect the safety of students who may come in contact with employees of contracting entities, and rearrange placement of material for clarity and context.

Board Policy 4030 - Nondiscrimination in Employment

Policy updated to reflect **NEW LAW (SB 331, 2021)** which makes unlawful a district's use of a nondisparagement agreement or other document that would deny an employee the right to disclose information about unlawful acts in the workplace, in exchange for a raise or bonus, with respect to any complaint or claim that involves workplace harassment or discrimination, not just those relating to sexual harassment or sexual assault. Policy also updated to reflect **NEW LAW (SB 807, 2021)** that makes it an unlawful employment practice for an employer to fail to maintain certain records in accordance with law, particularly when a workplace discrimination or harassment complaint has been filed with the California Department of Fair Employment and Housing.

Exhibit(1) 4112.9/4212.9/4312.9 - Employee Notifications

Exhibit updated to add employee notifications related to (1) receipt of written notification that minor student has committed a felony or misdemeanor involving specified offenses; (2) duties of the district liaison for homeless students; (3) termination of services of certificated permanent or probationary employee when, during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent; (4) receipt of transfer student record regarding acts that resulted in suspension or expulsion; and (5) disclosure of document identifying an employee who is a victim of domestic violence. Exhibit also updated to reflect **NEW LAW (AB 438, 2021)** regarding classified employees who are laid off due to lack of work or lack of funds, and classified employees whose positions must be eliminated due to expiration of a specially funded program.

Board Policy 4141.6/4241.6 - Concerted Action/Work Stoppage

Policy updated to reflect **NEW LAW (AB 237, 2021)** which prohibits public employers from discontinuing employer contributions for health care or other medical coverage for employees who are participating in an authorized strike, as defined in law.

First Reading: Policies, Regulations and Exhibits (continued)

Administrative Regulation 4141.6/4241.6 - Concerted Action/Work Stoppage

Regulation updated to provide implementation language for **NEW LAW (AB 237, 2021)** which prohibits public employers from discontinuing employer contributions for health care or other medical coverage for employees who are participating in an authorized strike, as defined in law. Updated Regulation includes other consistent changes.

Administrative Regulation 4217.3 - Layoff/Rehire

Regulation updated to add descriptions to the OPTION headings for the determination of "length of service" for order of layoff purposes, reflect **NEW LAW (AB 438, 2021)** which, for both merit and non-merit districts, specifies notice requirements and hearing rights districts must provide to permanent classified employees, as defined, who are subject to layoff due to lack of work or lack of funds, including that notice be given no later than March 15, and that classified staff may be reduced due to lack of work or lack of funds when the governing board determines during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies that the district's local control funding formula apportionment per unit of average daily attendance for the fiscal year of the Budget Act has not increased by at least two percent. Regulation also updated to provide material regarding a permanent classified employee's request for a hearing, including a hearing before an administrative law judge in which the board makes the final decision regarding the sufficiency of the cause and disposition of the layoff, provide material regarding final notice before May 15 to employees affected by the layoff unless a continuance is granted, add material regarding notice to affected employees when classified positions are eliminated as a result of the expiration of a specifically funded program, and include that districts may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds.

Board Policy 5111 - Admission

Policy updated to reflect the distinction between compulsory education for students starting at age six and the requirement for districts to offer and admit students who are eligible for transitional kindergarten, delete the requirement for district enrollment applications to include information about health care options as the law requiring such information has self-repealed, and clarify that a student's residence is a location within the district that may be verified as part of school admission requirements.

Administrative Regulation 5111 - Admission

Regulation updated for consistency with **NEW LAW (AB 130, 2021)** which revises the timespans for transitional kindergarten (TK) admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year, as reflected in BP 6170.1 - Transitional Kindergarten.

Administrative Regulation 5113 - Absences and Excuses

Regulation updated to reflect **NEW LAW (SB 14, 2021)** which includes an absence for the benefit of a student's mental or behavioral health within an absence due to a student's illness, and **NEW LAW (AB 516, 2021)** which includes an absence for a student's participation in a cultural ceremony or event as an excused absence. Regulation also updated for clarification and alignment with law.

Administrative Regulation 5125 - Student Records

Regulation updated to enhance clarity by separating administrative guidance for requests involving changes to student records of current students and guidance related to requests for changes to gender or legal name of former students. Regulation also updated to move materials related to former students to end of regulation in new section - "Updating Name and/or Gender of Former Students."

First Reading: Policies, Regulations and Exhibits (continued)

Administrative Regulation 5142 - Safety

Regulation updated to reflect **NEW LAW (SB 722, 2021)** which requires any district hosting or sponsoring an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool to have at least one adult with a Cardiopulmonary Resuscitation training certification present throughout the event. Updated Regulation includes minor editorial changes.

Exhibit(1) 5145.6 - Parental Notifications

Exhibit updated to reflect **NEW LAW (AB 128, 2021)** which extends the suspension of certain mandated activities through the 2021-22 fiscal year. Exhibit also updated to add parental notifications related to (1) completion and submission of the Federal Application for Federal Student Aid and California Dream Act Application; (2) public hearing on alternative schedule in secondary grades; and (3) early entry to transitional kindergarten if early entry is offered. Additionally, exhibit updated to expand description regarding notifications related to (1) uniform complaint procedures; (2) student records; (3) college admission requirements; (4) transfer opportunities for foster youth, homeless youth, former juvenile court school students and children of military families through the California Community Colleges; (5) parent/guardian rights when child participates in licensed child care and development program; (6) change in service to child care or preschool services; and (7) homeless student or unaccompanied youth notices. Exhibit also updated to include additional classroom/facility notices regarding uniform complaint procedures and parental rights related to licensed child care and development centers.

Board Policy 5148 - Child Care and Development

Policy updated to reflect **NEW LAW (AB 131, 2021)** which repealed the Child Care and Development Services Act from the Education Code and reenacted the laws in the Welfare and Institutions Code with responsibility for administering child care programs transferring to the California Department of Social Services (CDSS). Policy also updated to reflect **NEW LAW (AB 130, 2021)** pursuant to which a child's eligibility for transitional kindergarten may not impact family eligibility for a child care program and which requires, as a condition of funding, that a child care program that is physically closed by local or state public health order or guidance due to the COVID-19 pandemic, but funded to be operational, provide distance learning services as specified by CDSS.

Administrative Regulation 5148 - Child Care and Development

Regulation updated to reflect **NEW LAW (AB 131, 2021)** which (1) repealed the Child Care and Development Services Act from the Education Code and reenacted the laws in the Welfare and Institutions Code, (2) waives fees for families receiving subsidized child care services for 2021-22, and (3) requires a California State Preschool Program or child care program to provide a parent/guardian of a child transferring to a public school with specified information.

Board Policy 5148.3 - Preschool/Early Childhood Education

Policy updated to reflect **NEW LAW (AB 131, 2021)** which amended and renumbered the statutes governing the California State Preschool Program (CSPP) within the Education Code, and to reflect **NEW LAW (AB 130, 2021)** which (1) revised the timespans for mandatory transitional kindergarten (TK) admittance requirements to be phased in starting in the 2022-23 school year to the 2025-26 school year, (2) created a grant program for the construction or modernization of new preschool classrooms pursuant to the California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program, (3) requires, in combination with **NEW STATE GUIDANCE**, as a condition of funding, that a CSPP program that is physically closed by local or state public health order or guidance due to the COVID-19 pandemic, but funded to be operational, provide distance learning services as specified by the California Department of Education, (4) requires districts receiving grants through the California Prekindergarten Planning and Implementation Grant Program to develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten, and (5) prohibits TK **First**

Reading: Policies, Regulations and Exhibits (continued)

eligibility from impacting family eligibility for a preschool or childcare program. Policy also updated to reflect that a CSPP program may be a part-day or full-day program and that a child under four years of age must be served in a CSPP facility licensed in accordance with Title 22 of the California Code of Regulations. Additionally, policy updated to reflect **NEW LAW (AB 1363, 2021)** which requires the quality indicators for CSPP programs to include activities and services that meet the needs of dual language learners for support in the development of their home language and English.

Administrative Regulation 5148.3 - Preschool/Early Childhood Education

Regulation updated to include definitions of three- and four-year-old children and to reflect **NEW LAW (AB 131, 2021)** which (1) amended and renumbered the statutes governing the California State Preschool Program (CSPP) within the Education Code, (2) clarifies that four-year-old children who are eligible to participate in a CSPP program include those children whose fifth birthday occurs after September 1 of the fiscal year in which they are enrolled in a CSPP program and whose parent/guardian has opted to retain or enroll the child in a CSPP program, (3) requires CSPP programs to include certain components including minimum days per year for a full-day CSPP program, (4) repeals applicable code sections, (5) revises the eligibility criteria and enrollment priorities for part-day CSPP programs, (6) adds eligibility criteria and enrollment priorities for full-day CSPP programs, (7) waives fees for families receiving subsidized child care services for the 2021-22 school year, and (8) revises the order by which families must be disenrolled from CSPP programs if disenrollment is necessary. Policy also updated to delete section on "Wraparound Child Care Services" to reflect the repeal of code sections as stated above.

Board Policy 6112 - School Day

Policy updated to reflect clarification in the California Department of Education's Frequently Asked Questions about Independent Study that minimum school day requirements for regular school attendance apply to traditional independent study programs.

Board Policy 6143 - Courses of Study

Policy updated to (1) expand student characteristics for which districts may not provide any course separately or require or refuse participation, (2) include that the district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares students for high school graduation and career entry, and (3) clarify that the a-g requirements for the University of California and California State University system is 15 yearlong or 30 semesters.

Administrative Regulation 6143 - Courses of Study

Regulation updated to clarify that optional instruction in prenatal care is for pregnant individuals, to reflect **NEW LAW (AB 101, 2021)** which, subject to funding in the annual Budget Act or other statute, requires a one-semester course in ethnic studies beginning in the 2025-26 school year and as a requirement for graduation beginning with students who graduate in the 2029-30 school year, clarify that the a-g requirements for the University of California and California State University system is 15 yearlong or 30 semesters, and add a new section "Financial Aid Requirements for Students in Grade 12 that reflects **NEW LAW (AB 132, 2021)** which (1) requires, starting in the 2022-23 school year, districts to confirm that each student in grade 12 completes and submits a Free Application for Federal Student Aid (FAFSA) to the U.S. Department of Education and/or if a student is exempt from paying nonresident tuition, a California Dream Act Application (CADAA) to the Student Aid Commission unless the student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district, or the district, in specified circumstances, exempts the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and completes and submits an opt-out form on the student's behalf, (2) requires districts to ensure that each high school student in Grade 12, and if applicable the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA, and (3) that information shared by students and parents/guardians in completing and submitting the FAFSA and CADAA is handled in compliance with the **First**

Reading: Policies, Regulations and Exhibits (continued)

federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information.

Board Policy 6170.1 - Transitional Kindergarten

Policy updated to reflect **NEW LAW (AB 130, 2021)** which (1) gradually revises the timespans for mandatory transitional kindergarten (TK) admittance such that, by the 2025-26 school year, children who turn four by September 1 will be eligible for TK, (2) establishes the California Prekindergarten Planning and Implementation Grant Program as an early learning initiative with the goal of expanding access to classroom-based prekindergarten programs at districts, including but not limited to TK programs, and which requires districts to develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten, (3) establishes the California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program to provide one-time grants to school districts to construct new school facilities or retrofit existing school facilities including for the purpose of providing TK classrooms, (4) prohibits TK eligibility from impacting family eligibility for a preschool or childcare program, and (5) requires districts to maintain an average TK class enrollment of not more than 24 students for each school site and which, commencing with the 2022–23 school year, requires districts to maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. Policy also updated to reflect requirements for programs that commingle preschool-age and TK students.

Board Policy 6173 - Education for Homeless Children

Policy updated to reflect **NEW LAW (AB 27, 2021)** which requires districts to ensure that each school within the district identifies all homeless children and unaccompanied youths and to create a web page or post on the district website a list of district liaisons for homeless students, contact information for such liaisons, and specific information on homelessness, including information regarding the educational rights and resources available to persons experiencing homelessness. Policy also updated to reflect **AB 27** requirement for districts that receive American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth funds to administer a housing questionnaire developed by the California Department of Education (CDE) to parents/guardians of all students and all unaccompanied youths and report to CDE the number of homeless children and unaccompanied youths enrolled in the district. In addition, policy updated to reflect **NEW LAW (SB 400, 2021)** which requires CDE to develop and implement a system to verify that districts are providing required training to district liaisons and other appropriate staff at least annually. Policy also updated for clarity and closer alignment with law.

Administrative Regulation 6173 - Education for Homeless Children

Regulation updated to add email address to the district liaison's contact information since the California Department of Education (CDE) collects email addresses as part of the consolidated application process. Regulation also updated to reflect (1) **NEW LAW (SB 400, 2021)** which requires CDE to provide training materials to district liaisons for the purpose of providing required professional development and support to school personnel who provide services to homeless students; (2) CDE's recommendation regarding how dispute resolution information may be provided to parents/guardians or unaccompanied youth when the student involved is an English learner, including in the native language of the individual or through an interpreter; and (3) **NEW LAW (AB 27, 2021)** which requires districts to create a web page or post on the district website a list of district liaisons, contact information for such liaisons, and specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness.

First Reading: Policies, Regulations and Exhibits (continued)

Exhibit(1) 6173 - Education for Homeless Children

Exhibit updated for closer alignment with the U.S. Department of Education's "Education for Homeless Children and Youths Program Non-Regulatory Guidance", change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, and add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process. Exhibit also updated for clarity and gender neutrality.

Exhibit(2) 6173 - Education for Homeless Children

Exhibit updated to change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process, and add that a copy of the dispute form be provided to the parent/guardian or student disputing enrollment as this is recommended in CDE's "Homeless Education Dispute Resolution Process" letter to districts and is stated in the administrative regulation.

Board Bylaw 9150 - Student Board Members

Bylaw updated to reflect **NEW LAW (AB 824, 2021)** which specifies circumstances under which a governing board may adjust the term of a student board member. Bylaw also updated to enhance legal accuracy and clarity.

Board Bylaw 9320 - Meetings and Notices

Bylaw updated to clarify that it is discussion among themselves, via technology, of a majority of the governing board regarding an item within the subject matter jurisdiction of the board that can result in a violation of the Brown Act, and that agenda materials are required to be made available for public inspection at the time the materials are distributed to all or a majority of the board when agenda materials relating to an open session of a regular meeting are distributed to the board less than 72 hours before the meeting. Bylaw also updated to add a new section "Teleconferencing During a Proclaimed State of Emergency" which reflects **NEW LAW (AB 361, 2021)** that (1) authorizes boards, until January 1, 2024, to conduct board meetings by teleconference, as specified, without meeting certain requirements otherwise required of teleconference meetings when holding a board meeting during a proclaimed state of emergency when state or local officials have imposed or recommend measures to promote social distancing; to determine whether, as a result of an emergency, meeting in person would present imminent risks to the health or safety of attendees; or when it has been determined, as a result of an emergency, that meeting in person would present imminent risks to the health or safety of attendees, (2) includes that the district may, in its discretion, provide a physical location from which the public may attend or comment and, (3) provides that the board may continue to conduct meetings by teleconference during proclaimed states of emergency by a majority vote finding within 30 days after teleconferencing for the first time and every 30 days thereafter that either the state of emergency continues to directly impact the ability of the board to meet safely in person or that state or local officials continue to impose or recommend measures to promote social distancing.

First Reading: Policies, Regulations and Exhibits (continued)

Board Bylaw 9322 - Agenda/Meeting Materials

Bylaw updated to reflect **NEW LAW (SB 274, 2021)** which requires districts with a website to email a copy of, or a website link to, the agenda or a copy of all the documents constituting the agenda packet, if a person requests such items be delivered by email, unless it is technologically infeasible to do so. Bylaw also updated to include a focus on student well-being in the philosophical statement, add a provision for each agenda to include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian be excluded from the meeting minutes as required by law, and to make other clarifying changes.

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| XV. | BOARD / SUPERINTENDENT REPORTS <i>(10 minutes)</i> | Info |
| XVI. | ADVANCE PLANNING
<i>a. Future Meeting Dates:</i>
<i>i. Special Meeting: Wednesday, June 8, 2022 @ 6:00 p.m. – Board Room, Center Joint Unified School District Annex, 3243 Center Court Lane, Antelope, CA 95843 and/or Virtual</i>
<i>ii. Regular Meeting: Wednesday, June 15, 2022 @ 6:00 p.m. – Board Room, Center Joint Unified School District Annex, 3243 Center Court Lane, Antelope, CA 95843 and/or Virtual</i>
<i>b. Suggested Agenda Items:</i> | Info |
| XVII. | CONTINUATION OF CLOSED SESSION <i>(Item IV)</i> | Action |
| XVIII. | ADJOURNMENT | Action |

CJUSD Mission:

Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well-rounded education, and being active citizens of our diverse community.

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Superintendent's Office	Action Item _____
To: Board of Trustees	Information Item <u>X</u>
Date: May 18, 2022	# Attached Pages _____
From: Scott A. Loehr, Superintendent	
Principal/Administrator Initials: _____	

<p>SUBJECT: Diversity in Elementary Curriculum</p> <p>It was requested that the Board continue the discussion around diversity in the elementary curriculum. Our focus this month is in English Language Arts.</p> <p>RECOMMENDATION: Information / Discussion item</p>

Diversity in the Elementary ELA Curriculum

Board Presentation - May 2022

Examples

Diversity in Wonders Literature - References to Entire Curriculum

Grade 1 - Hispanic Female who is Deaf

Grade 2 - Brave Bessie - 1st African American Female Pilot

Grade 3- Yoon and the Jade Bracelet -Korean Female

Grade 5 The Unbreakable Code-Navajo

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Curriculum and Instruction

Date: May 9, 2022

Action Item

To: Board of Trustees

Information Item XX

From: Michael Jordan

Director of Curriculum, Instruction, and Special Education

Initials: MDJ

0# Attached Pages

SUBJECT: I-Ready Spring Scores

Mr. Jordan will provide an overview of I-Ready results from the reading and math diagnostic tests administered in the spring of 2022.

RECOMMENDATION:

I-Ready Scores 2021-22 Growth

Board Presentation May 2022





**Improving Completion Rates
was the goal.**



Center High School Testing Expectations

I-Ready Center High School Expectations

SPRING i-Ready Reading Completion Rates

Grade	Student #	Percentage	Grade	Student #	Percentage
K	263/270	97%	7th	294/308	95%
1st	266/278	96%	8th	283/302	94%
2nd	284/294	97%	9th	293/353	83%
3rd	318/329	97%	10th	327/389	84%
4th	294/308	95%	11th	282/347	81%
5th	284/292	97%	12th	255/317	80%
6th	287/303	95%	Overall	3,730/4,090	91%



I-Ready Reading Scores

Curriculum Associates Report

Five Labs

SPRING i-Ready Math Completion Rates

Grade	Student #	Percentage	Grade	Student #	Percentage
K	263/270	97%	7th	298/308	97%
1st	266/278	96%	8th	293/302	97%
2nd	282/294	96%	9th	292/353	83%
3rd	319/329	97%	10th	315/389	81%
4th	293/308	95%	11th	285/347	82%
5th	284/292	97%	12th	133/317	42%
6th	287/303	95%	Overall	3,350/4,090	82%



I-Ready Math Scores

Curriculum Associates Report

Five Labs Report



Take Aways

1. WiFi issues from fall were largely fixed
2. Completion rates improved tremendously from fall to spring
3. We still have achievement gaps that need to be addressed

Center Joint Unified School District

Dept./Site: Superintendent's Office	AGENDA REQUEST FOR:
To: Board of Trustees	Action Item <u> X </u>
Date: May 18, 2022	Information Item <u> </u>
From: Scott A. Loehr, Superintendent	# Attached Pages <u> </u>
Principal's Initials: <u> </u>	

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

April 20, 2022 Regular Meeting

RECOMMENDATION: The CJUSD Board of Trustees approve the presented minutes.

CONSENT AGENDA

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING District Board Room Center Joint Unified School District Annex 3243 Center Court Lane, Antelope, CA 95843

Wednesday, April 20, 2022

MINUTES

OPEN SESSION - CALL TO ORDER - Trustee Bruno called the meeting to order at 5:45 p.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Bruno, Mrs. Kelley, Dr. Lee, Mrs. Pope
Administrators Present: Scott Loehr, Superintendent
Lisa Coronado, Director of Fiscal Services
David Grimes, Director of Personnel & Student Services
Mike Jordan, Director of Curriculum, Instruction & Special Education
Richard Putnam, Director of Facilities & Operation

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION - none

CLOSED SESSION - 5:45 p.m.

OPEN SESSION - CALL TO ORDER - 6:00 p.m.

FLAG SALUTE –

Trustee Bruno read the following: *In recognition of free speech and the following board agenda item, we welcome all and would like to note that saying the pledge of allegiance is not a requirement to participate in the business of this public board. If you do not say the pledge for religious, political, social, or personal reasons, you are most welcome here as an equal participant in the business of this board.*

The Flag Salute was led by Steve Bruno.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

1. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)
No action was taken.

ADOPTION OF AGENDA – There was a motion to approve the adoption of the agenda as amended: pull Consent Agenda #13 for separate consideration.

Motion: Kelley
Second: Pope

Vote: General Consent

ORGANIZATION REPORTS

1. CUTA –Venessa Mason, President, noted that they had their Rep. meeting today; all sites talked about field trips. It's exciting that some things are getting back to normal: fields trips are being taken, lots of retirements are happening and life is going on. We are counting down the days of the school year and looking forward to summer school starting in June.
2. CSEA – Niesha Harris Knott, President, noted that the classified staff thanks the district for the opportunity to earn double pay to work summer school this year.

REPORTS/PRESENTATIONS

1. **Williams Uniform Complaint Quarterly Reporting** - Mike Jordan, Director of Curriculum, Instruction and Special Education, reported that there was nothing to report.

COMMITTEE UPDATES

1. **Curriculum, Instruction & Special Education Update** – Mike Jordan, Director of Curriculum, Instruction and Special Education, gave updates on the following:
 - noted that he would defer his report to Business Item C on the agenda.
2. **Facilities Update** – Richard Putnam, Director of Facilities, gave updates on the following:
 - a new roof on the building and fresh paint on the CHS property
 - ground breaking for Rex Fortune school site
 - construction is moving on as planned

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

In person Public Comments:

- Sophia Ugarkovich, program advisor for Los Rios Educational Talent Search, briefly talked about the programs they offer.

Public Comments through Zoom:

- Ms. Conner, asked if the elementary schools could move their Open House to earlier in the school year, preferably before December.

CONSENT AGENDA

1. Approved Adoption of Minutes from March 16, 2022 Regular Meeting
2. Approved Policy Deletions as Recommended by CSBA
3. Approved Policy Number Changes as Recommended by CSBA
4. Approved Policy Title Changes as Recommended by CSBA
5. Approved Classified Personnel Transactions
6. Approved Certificated Personnel Transactions
7. Ratified 21/22 Individual Service Agreements:
 - ISA 44 Journey Academy/TLC Child & Family Services
 - ISA 45,46,47 Meladee McCarty, OI Specialist
 - ISA 48 Easter Seals
 - ISA 24 Sierra Foothills Academy (amendment)
8. Ratified Memorandum of Agreement with San Juan Unified School District for Special Education Services
9. Ratified Professional Service Agreement: Jamie Holmes, ATX Learning Group
10. Ratified Professional Service Agreement: Judy Eldridge, ATX Learning Group
11. Approved Memorandum of Understanding with ASSIST Team LLC for Structured Sports Development Program

CONSENT AGENDA (continued)

12. Ratified Agreement for Placer County Office of Education Consulting Services for PBIS Training
13. *This item was pulled for separate consideration.*
14. Ratified Instructional Services Agreement with Sierra College for Dual Credit Enrollment Courses, 2021/2022
15. Approved Magic/Science Assembly – Spinelli
16. Approved Memorandum of Understanding with Sierra Nevada Journeys – Spinelli
17. Approved Amendment #1 – Consulting Services Agreement By and Between ATI-AC Martin, Inc. and Center Joint Unified School District for the Rex Fortune Elementary School Project
18. Approved Disposal of Surplus Equipment:
2019 KIA Soul, License # 1615189
19. Approved Resolution #21/2021-22: Closing a Fund No Longer Needed
20. Approved Payroll Orders: July 2021 – March 2022
21. Approved Supplemental Agenda (Vendor Warrants): March 2022

Motion: Kelley
Second: Lee

Vote: General Consent

CONSENT AGENDA ITEMS PULLED FOR SEPARATE CONSIDERATION

13. Approved In Class Today Inc. Agreement

Trustee Bruno noted that he has a working relationship with them in his day job. There was a motion to approve this item.

Motion: Kelley
Second: Pope

Ayes: Anderson, Kelley, Lee, Pope
Noes: None
Abstain: Bruno

INFORMATION ITEMS

1. A-G Completion Improvement Grant Plan
2. Upward Board Spring Break College Tour

BUSINESS ITEMS

- A. **APPROVED - Resolution #22/2021-22: Resolution Calling for General District Election - Sacramento County**

There was a motion to approve this item.

Mr. Loehr noted that both Business Item A & B are needed to hold the election for the 3 positions that are up for election in 2022. There were no public comments or board discussion on this item.

Motion: Pope
Second: Kelley

Vote: General Consent

BUSINESS ITEMS (continued)

- B. APPROVED - Resolution #23/2021-22: Declaring an Election Be Held in Its Jurisdiction; Requesting the Board of Supervisors to Consolidate This Election with Any Other Election Conducted on Said Date; and Requesting Election Services by the County Clerk - Placer County**

There was a motion to approve this item. There were no public comments or board discussion on this item.

Motion: Kelley
Second: Lee

Vote: General Consent

- C. Diversity in Elementary Curriculum**

There was a motion to bring this item to the floor.

Motion: Kelley
Second: Lee

Mr. Jordan shared a presentation on the Diversity in the Elementary curriculum in Social Studies. There was Board discussion. It was asked that they review English or Math next.

In person Public Comments:

-James Anderson, parent, thanked Dr. Lee for asking how much is being provided to students and noted that he likes that the board is addressing diversity.

Public Comments through Zoom:

-Ms. Conner thanked Mr. Jordan for the presentation but noted that California could do better.

After further board discussion, it was decided that they will review elementary ELA next month.

- D. APPROVED - Board Bylaw 9220 – Governing Board Elections**

There was a motion to approve.

Motion: Kelley
Second: Pope

There were no public comments and no board discussion.

Ayes: Anderson, Bruno, Kelley, Pope
Noes: None
Abstain: Lee

- E. TABLED - Resolution #24/2021-22: Resolution Continuing Board of Trustees Authority to Hold Virtual Meetings Pursuant to AB 361**

There was a motion to bring this item to the floor.

Motion: Pope
Second: Anderson

BUSINESS ITEMS (continued)

In person Public Comments:

-James Anderson, parent, asked it could be made a permanent fixture to hold the meetings virtually.

There was Board discussion on this item. There was a motion to approve this item.

Motion: Kelley

Ayes:

Second: Lee

Noes: Anderson

The motion was withdrawn by Trustee Kelley. There was further discussion. There was a motion to Table this item.

Motion: Lee

Vote: General Consent

Second: Kelley

BOARD/SUPERINTENDENT REPORTS

Mrs. Anderson

- noted that the Rex Fortune Elementary ceremony was amazing; Dr. Fortune did a lot for Center. Noted that she is thankful that we could have this happen while he is still alive.
- is looking forward to the day that this school is opened.
- thanked Mr. Putnam and all of his people that have worked on the process of getting the school built.
- thanked Mr. Loehr for his outstanding leadership.
- thanked Carol Hunt for her work as well.
- asked Mr. Jackson when his last day will be.
- noted that the end of the year is coming up on us.

Mrs. Pope

- attended the Spinelli 9th Annual St. Baldrick's event; they raised almost \$10,000 for childhood cancer.
- toured Spinelli and North Country.
- went to Antelope HS to see our Big Buddy students play basketball.
- noted that the recognition of MR. Bisho was very impactful.
- congratulated the CHS drama department on their rendition of Rumor.
- attended the Top Ten Dinner.
- went to the Rex Fortune groundbreaking ceremony. Thanked Carol and Angela on their work on this event, thanked the CHS band for attending, thanked Administrators for attending, and thanked Kevin Koons and his staff that helped with setup and take down of the event.
- commented that someone has asked her about district legal fees; she noted that she spoke to Mrs. Coronado and we currently are running a little lower in fees than we have in recent past years (other than 19/20 & 20/21). Noted that anyone can ask Mrs. Coronado questions regarding our finances.
- noted that the fun stuff (like field trips) makes her day.

Mrs. Kelley

- attended the play at CHS.
- attended the Mr. Bisho recognition.
- attended the groundbreaking ceremony.
- attended the Top Ten Dinner.
- is looking forward to Purple Cord coming soon.
- noted that the end of the year is in view.

BOARD/SUPERINTENDENT REPORTS (continued)

Dr. Lee

- wished a Happy Arab American Heritage month, Happy Ramadan, Happy Passover, Happy Baisakhi, Happy Purnima Jayanti, Happy Theravada New Year, Happy Easter and Happy Earth Day
- thanked school site administrators for ensuring that our Muslim students, faculty and staff in observance of Ramadan are receiving accommodations
- thanked the constituents for raising questions about diversity, equity and inclusion in our schools.
- thanked community members that expressed concerns about contradictions in our board policies; she noted that our bylaws do not have term limits for board members and she will be giving a draft resolution to President Bruno and Mr. Loehr, and asked that it be placed on the May agenda.
- noted that her next virtual office hours will be Monday, May 2nd from 4-5pm; the zoom link can be accessed on the board website.

Mr. Bruno

- thanked Mr. Jackson for his contributions to the district.
- noted that the dedication ceremony for Mr. Bisho was very moving and powerful, and the play was fun.
- noted that the Top Ten Dinner was really powerful.
- noted that he missed the groundbreaking ceremony.
- is looking forward to the Purple Cord ceremony.
- noted that he appreciates the relationship that this district has with its unions.

Mr. Loehr

- echoed that the events of this last month were fantastic.
- he enjoyed touring at the school sites.
- thanked Carol Hunt for her work on the groundbreaking ceremony; Mark Rosson from CPM said it is the best groundbreaking ceremony he has been to.
- looking forward to graduations and Purple Cord.
- noted that the Top Ten Dinner was fantastic.
- noted that we will need to look into marketing for the district as we move into Roseville.
- thanked Julie Opfer for her years of service.
- thanked Steve Jackson for his years of service.
- is looking forward to end of the year activities.

ADVANCE PLANNING

- a. *Future Meeting Dates:*
 - i. *Board Workshop: Saturday, April 23, 2022 @ 9:00 a.m. – Center Joint Unified School District, Room 5, 8408 Watt Avenue, Antelope, CA 95843 and/or Virtual*
 - ii. *Regular Meeting: Wednesday, May 18, 2022 @ 6:00 p.m. – Board Room, Center Joint Unified School District Annex, 3243 Center Court Lane, Antelope, CA 95843 and/or Virtual*
- b. *Suggested Agenda Items:*
 - term limits resolution
 - censure policy discussion

ADJOURNMENT – 7:53 p.m.

Motion: Kelley
Second: Anderson

Vote: General Consent

Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Delrae Pope
Board of Trustees Clerk

Adoption Date

Center Joint Unified School District

Dept./Site: Superintendent's Office
To: Board of Trustees
Date: May 18, 2022
From: Scott A. Loehr, Superintendent
Principal's Initials: _____

AGENDA REQUEST FOR:

Action Item X
Information Item _____
Attached Pages _____

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

April 23, 2022 Board Workshop

RECOMMENDATION: The CJUSD Board of Trustees approve the presented minutes.

CONSENT AGENDA

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES WORKSHOP Center Joint Unified School District, Room 5 8408 Watt Avenue, Antelope, CA 95843

Saturday, April 23, 2022

MINUTES

CALL TO ORDER - Trustee Bruno called the meeting to order at 9:03 a.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Bruno, Mrs. Kelley, Mrs. Pope

Trustees Absent: Dr. Lee

Administrators Present: Scott Loehr, Superintendent

FLAG SALUTE -

Trustee Bruno read the following: *In recognition of free speech and the following board agenda item, we welcome all and would like to note that saying the pledge of allegiance is not a requirement to participate in the business of this public board. If you do not say the pledge for religious, political, social, or personal reasons, you are most welcome here as an equal participant in the business of this board.*

The Flag Salute was led by Steve Bruno.

ADOPTION OF AGENDA - There was a motion to approve the adoption of the agenda as presented.

Motion: Kelley

Second: Pope

Ayes: Anderson, Bruno, Kelley, Pope

Noes: None

Absent: Lee

COMMENTS FROM THE AUDIENCE REGARDING ITEMS ON THE AGENDA - None

BOARD WORKSHOP

A. Board Policy 0415 - Equity

There was a motion to bring this item to the floor.

Motion: Pope

Second: Kelley

There was Board discussion regarding this item. The Board took several breaks, including time to read additional documents. The breaks were taken 9:27-9:43am, 10:23-10:36am and 11:30-11:39am. After discussion and modifications to a working document, the Board came to an agreement to bring it to the May board meeting for a 1st reading.

ADVANCE PLANNING

- a. *Future Meeting Dates:*
 - i. *Regular Meeting: Wednesday, May 18, 2022 @ 6:00 p.m. - Board Room, Center Joint Unified School District Annex, 3243 Center Court Lane, Antelope, CA 95843 and/or Virtual*
- b. *Suggested Agenda Items:*

ADJOURNMENT – 11:58 a.m.

Motion: Kelley
Second: Pope

Ayes: Anderson, Bruno, Kelley, Pope
Noes: None
Absent: Lee

Respectfully submitted,

Scott A. Loehr, Superintendent
Secretary to the Board of Trustees

Delrae Pope, Clerk
Board of Trustees

Adoption Date

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Superintendent's Office	Action Item <u>X</u>
To: Board of Trustees	Information Item <u> </u>
Date: May 18, 2022	# Attached Pages <u>6</u>
From: Scott A. Loehr, Superintendent	
Principal/Administrator Initials: <u> </u>	

SUBJECT: 2022-2023 Agreement for Special Services - Legal Services Fees with Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law

Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law are increasing their legal services fees for the 2022-23 school year effective July 1, 2022.

RECOMMENDATION: CJUSD Board of Trustees approve the 2022-2023 Agreement for Special Services - Legal Services Fees with Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law.

CONSENT AGENDA

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services ("Agreement") is entered into by and between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a professional corporation, hereinafter referred to as the "Law Firm" and CENTER UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District."

II. PURPOSE

The District desires to retain and engage Law Firm to perform legal and, upon request, non-legal consultant services on the District's behalf. Law Firm accepts this engagement on the terms and conditions contained in this Agreement.

III. TERMS AND CONDITIONS

A. Fees for Services

1. Standard Hourly Rate Services

District agrees to pay the Law Firm at the following standard hourly rates:

Senior Partners	\$340
Partners/Senior Counsel	\$330
Senior Associates	\$300
Associates	\$290
Non-Legal Consultants	\$220
Senior Paralegals/Law Clerks	\$200
Paralegals/Legal Assistants	\$190

2. Fixed Fee Services

District agrees to pay the Law Firm a fixed fee for the following services:

A full day of training (up to 8 hours)	\$6,000
A half day of training (up to 4 hours)	\$4,500

A two-hour training	\$3,500
A one-hour training	\$2,500

3. Fee Arrangements for Specialized Legal Services

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, non-profit organizations, immigration and appellate law, the District agrees to pay Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the District of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

4. Costs and Expenses

In addition to the fees described above, the District agrees to pay a three percent (3%) "administrative fee" calculated and based on the total monthly billed fees to cover certain operating expenses of the Law Firm incurred in providing services to the District. This administrative fee is in lieu of charging the District for Westlaw, photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage.

Costs relating to fees charged by third parties retained to perform services ancillary to the Law Firm's representation of District are not included in the administrative fee and are charged separately. These include, but are not limited to, deposition and court reporter fees, transcript costs, witness fees (including expert witnesses), process server fees, and other similar third party fees. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the prior approval of the Superintendent or designee in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the Superintendent or designee in the event a particular cost item totals \$2,000.00 or less.

If the Law Firm retains, with authorization from the District, experts or outside consultants for the benefit of the District, rather than the District contracting directly with any expert or outside consultant, the District agrees to pay a five percent (5%) "consultant processing fee" in addition to the actual costs paid by the Law Firm to the expert or outside consultant in order to offset related costs to the Law Firm resulting from administering and initially paying such expert and outside consultant fees on behalf of the District. This fee shall not apply to the services of Law Firm-provided non-legal consultants as set forth in paragraph F., below.

B. Billing Practices

1. A detailed description of the work performed and the costs and expenses advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month, unless other arrangements are made. Payment of the full amount due, as reflected on the monthly statement,

will be due to the Law Firm from the District by the 10th of the month following delivery of the statement, unless other arrangements are made. In the event that there are funds of the District in the Law Firm's Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 60 days will be subject to a 1% per month service charge.

2. The Law Firm shall bill in one-quarter hour increments.

3. Certain tasks shall be billed at established minimum time increments. These include: (a) telephone conference (.25 hour), (b) electronic correspondence (.25 hour), (c) standard written correspondence (.50 hour), (d) provide a document (.50 hour).

4. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

5. District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects the services performed; and the proper charge for those services.

6. After the conclusion of a particular engagement (e.g., an investigation) should a need arise for the Firm to respond to any subpoena or discovery, to provide testimony at deposition, trial or arbitration, or to otherwise perform services with respect to any matter relating to or arising out of that engagement, the District shall compensate the Firm at its then applicable rates for time expended, including all required preparation time.

C. Termination of Representation on a Particular Matter

The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District on a particular matter upon the occurrence of any one or more of the following events:

1. Upon order of a court of law requiring the Law Firm to discontinue the performance of legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

3. Upon a failure of the District to perform any of the District's obligations with respect to the payment of the Law Firm's fees, costs or expenses as reflected on the monthly bill;

4. Upon a failure of the District to perform any of the District's obligations with respect to the duty of cooperation with the Law Firm in connection with the Law Firm's representation of the District.

In the event that the Law Firm ceases to perform services for the District on a matter, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees and costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in a court of law on its behalf, the District will promptly execute an appropriate Substitution of Attorney form. Any termination of Law Firm's representation on such a matter may be subject to approval by the applicable court of law.

D. Consent to Joint Representation

The District acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The District acknowledges that it is often in the best interest of the District for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, pursuant to Education Code section 7, the Governing Board of the District hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph.

E. Client Cooperation

The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District, including but not limited to, attending mandatory court hearings and other appearances, making its employees and officials available, and providing accurate information documentation necessary to enable the Law Firm to adequately represent the District.

F. Services Performed by Law Firm-Provided Non-Legal Consultants

The Law Firm has an affiliation with non-legal consultants who are available to provide services in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, special education consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the District's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the District provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purpose of this paragraph. The District is hereby advised that it may seek the advice of an independent attorney of your choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the District outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

G. Consent to Law Firm Communication

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of breakfast briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

H. Identification of Insurance Coverage

With respect to insurance coverage for any matters covered by the scope of services under this Agreement, you agree that it is your own responsibility, rather than the Law Firm's responsibility, to identify potential insurance coverage and to tender legal matters to any appropriate insurance companies that may insure you. If you desire that the Law Firm become involved in identifying potential insurers and/or the tender of legal disputes, then a separate written agreement between you and the Law Firm to that effect will be required.

I. Miscellaneous

1. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

2. The parties agree that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

3. After a file on a matter is closed, the District has a right to request the Law Firm to return the file to the District. Absent such a request, the Law Firm shall retain the file on the District's behalf.

IV. BINDING ARBITRATION

If any dispute arises out of, or related to, a claimed breach of this agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, breach of fiduciary duty, misrepresentation, or conflict of interest, such dispute shall be resolved by confidential and binding arbitration upon the written request of one party after service of that request on the other party.

There are significant advantages and disadvantages of binding arbitration. The parties shall agree on an arbitrator with special skills and experience to hear and determine the dispute

unlike in a court proceeding where a judge is assigned. If the parties cannot agree, then the Superior Court of Los Angeles County shall choose an impartial arbitrator whose decision shall be final and conclusive on all matters.

The parties shall each have the right of discovery in accordance with Code of Civil Procedure Section 1283. Arbitrations conducted pursuant to this agreement permit the same discovery rights as in a court proceeding. Each party shall bear their own costs and attorney fees, including payments to the arbitrator which can be significantly more costly than the filing fee in Court proceedings where costs may be awarded to the prevailing party. Each party to this agreement waives and therefore gives up important constitutional rights in arbitration as the arbitrator's decision is final. There is no right to appeal to challenge any errors made in the arbitration proceeding. Unlike court proceedings, arbitration proceedings are conducted privately and the outcome will remain confidential. There is no right to a trial by a judge or jury of one's peers. There is no limitation on the type of monetary damage that can be awarded by the arbitrator. The client is advised that the client has the right to have an independent lawyer of client's choice review this arbitration provision.

V. DURATION

This Agreement shall commence July 1, 2022 and terminate on June 30, 2023 and shall thereafter continue from month to month at the then current rate schedules until modified in writing by agreement between the Law Firm and the District up to a maximum of five (5) years duration per Education Code section 17596.

Either the District or the Law Firm may terminate this Agreement on thirty (30) days' written notice.

"Law Firm"

ATKINSON, ANDELSON, LOYA, RUUD &
ROMO

Dated: May 5, 2022

By:



SCOTT K. HOLBROOK

"District"

CENTER UNIFIED SCHOOL DISTRICT

Dated: _____

By:

SCOTT LOEHR, Superintendent

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site:	Human Resources Department	Action Item	<u>X</u>
Date:	May 18, 2022	Information Item	-
To:	Board of Trustees	# Attached Pages	1
From:	David Grimes, Director of Human Resources and Student Services		

Subject: Classified Personnel Transactions

Resignations

Enssaf Abdelfattah, Campus Monitor - Wilson C Riles Middle School
 Terecita Angeles, Instructional Specialist/PH - Center High School
 Michael Bennefeld, Technology Specialist - Technology Services Department
 Mike Bogacz, Maintenance Worker - Maintenance
 Paige Burdick, Instructional Specialist - Center High School
 Alex Espinoza, Lead Custodian - Oak Hill Elementary
 Francesca Garibaldi, Cafeteria Worker - Center High School
 Cynthia Jones, Noon Duty - North Country Elementary
 Mark Klyuchnik, Instructional Specialist/PH - Center High School
 Deanna Morgan, Instructional Specialist/PH - Center Preschool
 Carla Rogers, Office Assistant - Center High School

Retirements

Tina Cosio, Instructional Assistant - North Country Elementary
 Lyubov Kalmykova, Instructional Specialist/PH - Center Preschool
 Barbara Livingston, Instructional Specialist - Wilson C Riles Middle School

Deceased

Shelia Goodman, Instructional Specialist - Spinelli Elementary

Promotions

John Harvill, Lead Custodian - Oak Hill Elementary

CONSENT AGENDA

Recommendation: Approve Classified Personnel Transactions as Submitted

Resignations

Enssaf Abdelfattah is resigning her position as Campus Monitor for Wilson C Riles Middle School effective May 30, 2022.

Terecita Angeles has resigned her position as Instructional Specialist/PH for Center High School effective May 9, 2022.

Michael Bennefeld is resigning his position as Technology Specialist for the Technology Services Department effective June 30, 2022.

Mike Bogacz is resigning his position as Maintenance Worker for the Maintenance Department effective May 30, 2022.

Paige Burdick is resigning her position as Instructional Specialist for Center High School effective June 30, 2022.

Alex Espinoza has resigned his position as Lead Custodian for Oak Hill Elementary effective April 6, 2022.

Francesca Garibaldi is resigning her position as Cafeteria Worker for Center High School effective May 30, 2022.

Cynthia Jones resigned her position as Noon Duty for North Country Elementary effective March 21, 2022.

Mark Klyuchnik is resigning his position as Instructional Specialist/PH for Center High School effective May 30, 2022.

Deanna Morgan is resigning her position as Instructional Specialist/PH for Center Preschool effective June 30, 2022.

Carla Rogers is resigning her position as Office Assistant for Center High School effective May 30, 2022.

Retirements

Tina Cosio is retiring from her position as Instructional Assistant for North Country Elementary effective May 30, 2022.

Lyubov Kalmykova is retiring from her position as Instructional Specialist/PH for Center Preschool effective May 30, 2022.

Barbara Livingston is retiring from her position as Instructional Specialist for Wilson C Riles Middle School effective May 30, 2022.

Deceased

Shelia Goodman, Instructional Specialist for Spinelli Elementary, passed away on April 13, 2022.

Promotions

John Harvill was promoted to Lead Custodian for Oak Hill Elementary effective May 5, 2022.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site:	Human Resources Department	Action Item	X
Date:	May 18, 2022	Information Item	
To:	Board of Trustees	# Attached Pages	2
From:	David Grimes, Director of Personnel and Student Services		

Subject: Certificated Personnel Transactions

New Hire

Jeffrey Spielman, Center High School

Promotion

Erica Olmstead, Spinelli

Transfer

Joelle Freitas, North Country
Cathleen Edwards, Oak Hill
Chris Borasi, Principal on Special Assignment

Retirement

Melody Smith, North Country

Resign

HK Peterson, Center High School

CONSENT AGENDA

Recommendation: Approve Certificated Personnel Transactions as Submitted

New Hire

Jeffrey Spielman, has accepted the position of Math Teacher at Center High School, effective August 1st, 2022.

Promotion

Erica Olmstead has accepted the position of Principal at Spinelli Elementary School, effective July 1st, 2022.

Transfer

Joelle Freitas has transferred from Oak Hill to the position of Third Grade Teacher at North Country Elementary School, effective August 1st, 2022.

Cathleen Edwards has transferred from Fourth Grade Teacher to Intervention Teacher at Oak Hill Elementary School, effective August 1st, 2022.

Chris Borasi has transferred from Principal at Wilson C Riles to Principal on Special Assignment, effective July 1st, 2022.

Retirement

Melody Smith has retired from the position of Third Grade Teacher at North Country Elementary School, effective May 27, 2022.

Resign

HK Peterson has resigned from the position of Assistant Principal at Center High School, effective June 30, 2022.

Recommendation: Approve Certificated Personnel Transactions as Submitted

Center Joint Unified School District

Dept./Site: Human Resources

To: Board of Trustees

Date: May 6, 2022

From: David Grimes

Principal/Administrator Initials: *DG*

AGENDA REQUEST FOR:

Action Item XInformation Item # Attached Pages 2**SUBJECT: UPDATED AND REVISED JOB DESCRIPTION: ENGLISH LANGUAGE DEVELOPMENT (ELD) TEACHER (FORMERLY CALLED ENGLISH LANGUAGE RESOURCE TEACHER - ELRT)**

As the program for English Language Learners has evolved within the State, the District determined that an update was necessary for the job description of English Language Resource Teacher (ELRT). The new job title will be English Language Development (ELD) Teacher. The revisions to the job description bring the District into alignment with current state guidelines for the instruction of English Language Learners, and address the current District needs and practices pertaining to employees who work with our students.

The new job description was created with input and suggestions from our current English Language Resource Teachers, and was finalized through a collaborative effort between the District and the CUTA Bargaining Team.

RECOMMENDATION: The CJUSD Board of Trustees approve the Job Description Revision: English Language Development (ELD) Teacher.

COMMITTEE

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: English Language Development (ELD) Teacher

DESCRIPTION OF BASIC RESPONSIBILITIES

To provide instruction, resources services, and support, including identification, assessment, reclassification, and monitoring as mandated by federal and state compliance guidelines. Assists in other school programs as assigned.

SUPERVISOR: Principal/Designee

ESSENTIAL FUNCTIONS:

1. Plan curriculum and develop goals and objectives for each student according to curriculum and program requirements and the individual student's needs.
2. Review data submitted on the home language survey.
3. Assess student's English language proficiency; monitor and evaluate student's progress.
4. Plan, administer, collect and organize all required test data, utilize a variety of materials and methods designed to meet the different learning modes of students.
5. Establish and maintain standards of pupil behavior needed to achieve effective participation in all activities.
6. Provide language development, including oral and literacy skills. Instruct students using the California state adopted ELD Standards and current District administrative regulations and procedures.
7. Communicate with parents through a variety of means.
8. Attend parent conferences, IEP, 504, and other similar meetings as needed to discuss the individual student's progress regarding English language development.
9. Assist with and attend meetings for the site English Language Advisory Committee and the District English Language Advisory Committee.
10. May be assigned to direct and/or supervise classified employees assigned to the program.
11. Other related duties as assigned by the site principal or designee, District ELD Coordinator, or Director of Curriculum and Instruction or designee.

EMPLOYMENT STANDARDS:

Knowledge of:

- appropriate teaching methods;
- human development and learning theory;
- diagnostic techniques of student learning needs;
- methods of assessing student performance;
- uses of both standardized and criterion referenced tests to assess student performance levels;
- effective teaching and critical thinking strategies
- teaching methodologies applied to specific curricular areas
- District's adopted courses of study;

- State curriculum frameworks.

Ability to:

- plan, organize, implement, and coordinate all facets of the English Learner program;
- arrive at sound conclusions and recommendations relating to EL student data;
- evaluate program effectiveness in all areas;
- employ appropriate student motivational techniques;
- accept individual student's level of learning as a starting point for instruction;
- apply appropriate teaching strategies across the District curriculum effectively;
- consistently establish and maintain effective classroom control;
- communicate with individuals from varied educational and cultural backgrounds;
- direct support personnel as necessary
- evaluate student performance;
- maintain records and meet schedules and deadlines;
- integrate appropriate technology into existing curriculum;
- meet and maintain physical requirements necessary to perform assigned job functions in a safe and effective manner;
- communicate effectively in both oral and written form;
- establish and maintain cooperative work relationships with those contacted in performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS

1. Valid California Teaching Credential with authorization (CLAD/BCLAD/SB 1969-SADEI/LDS) to teach English Language Learners;
2. Valid California's Driver's License and evidence of insurance;
3. TB Test clearance;
4. Drug test clearance;
5. Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in-person and telephone conversations;
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations;
4. Sufficient dexterity to write, use telephone and office equipment;
5. Sufficient strength to lift, carry, reach and handle objects;
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

Approved date:

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: **SPECIAL EDUCATION**

Date: **4/26/22**

Action Item **X**

To: **Board of Trustees**

Information Item _____

From: **Mike Jordan**

Attached Pages **1**

Director of Curriculum, Instruction and Special Education

Initials: mdj

SUBJECT: PROFESSIONAL SERVICES AGREEMENT - ADDENDUM

CONSULTANT'S NAME: **Jamie Holmes, Special Education Teacher**

COMPANY NAME (if applicable): **ATX Learning Group**

SERVICE(S) TO BE RENDERED: **Special Education Teacher to provide services for a CJUSD vacant position. This includes direct service, performing any needed evaluations, and recommending equipment to carry out the special education program in consultation with director, principal, teacher/school staff, and parents. Per addendum, consultant will work during the Extended School Year 2022.**

DATES: **May 31 – June 30, No school on June 20**

PAYMENT: **\$85/hour – 4/hours per day with three hours of contact time and one hour of prep. Up to six hours of pre-summer prep time.**

FUNDING SOURCE: **01-6500-0-5800-102-5760-1120-019-000**

RECOMMENDATION: **CJUSD Board of Trustees Approve Professional Service Agreement**

CONSENT ACTION



Addendum of Extension for Extended School year

An Agreement was made by and between **Ausin Texas Learning LLC**, whose address is **10821 Red Run Blvd, #407, Owings Mills, MD 21117** and **Center Joint Unified School District** whose address is **8408 Watt Avenue Antelope, CA 95843**, on the **April 14th, 2022** (hereinafter referred to as "original stated contract") set forth below.

WHEREAS, the parties are in consideration of the mutual promises herein for the school year **2021-22**, the parties, intending to be legally bound, hereby agree that the contract shall not be negated or changed as a result of this addendum and constitutes that terms and conditions of the stated contract shall remain the same. Therefore, for good and valuable consideration, **ATX Learning** and **Center Joint Unified School District** agrees to continue the contract for Extended School Year (Summer).

For Services rendered by **Jamie Holmes, Special Education Teacher** under this agreement, shall work as follows during the Extended School Year (Summer) and the district shall pay ATX Learning as per the original contract.

- May 31- June 30, No school on June 20.
- Four hours per day - Three hours of contact time and one hour of prep. Up to 6 hours of pre-summer prep time

UNDERSTANDING AND ACCEPTANCE OF THE PARTIES: This Agreement constitutes the entire understanding of the parties. The Contract Initiator's and Consultant's signatures below signify both an understanding and acceptance of the contract provisions.

AUTHORIZED REPRESENTATIVE:

CONSULTANT:

Signature: _____

Signature: _____

Date Signed: _____

Date Signed: _____

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Curriculum and Instruction

Date: 5/5/2022

Action Item ☒

To: Board of Trustees

Information Item ☐

From: Mike Jordan MDJ

Attached Pages 13

Director of Curriculum, Instruction and Special Education

Initials: MDJ

SUBJECT: Curriculum Materials

The following spreadsheets contain the adopted curriculum materials for the elementary and middle school levels which will be used in the 2022-23 school year.


RECOMMENDATION: CJUSD Board of Trustees APPROVE the already adopted curriculum materials for use in the 2022-23 school year.

AGENDA ITEM # _____

CONSENT AGENDA

CENTER JOINT UNIFIED SCHOOL DISTRICT

Center Joint Unified School District- WILLIAMS INSTRUCTIONAL MATERIALS LIST - ELEMENTARY 2022-2023



2022/2023	Instructional Materials - English Language Arts (ELA/ELD)		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
 McGraw-Hill	World of Wonders - Big Book Package	TK	2017
	Reading Writing Workshop Book		
	Close Reading Companion	K	2017
	Your Turn Practice Book		
	ELD My Language Book (HOUSED in ELD classroom)		
	Literature Anthology: Unit 1	1	2017
	Literature Anthology: Unit 2		
	Literature Anthology: Unit 3		
	Literature Anthology: Unit 4		
	Reading Writing Workshop Book: Unit 1		
	Reading Writing Workshop Book: Unit 2		
	Reading Writing Workshop Book: Unit 3		
	Reading Writing Workshop Book: Unit 4		
	Close Reading Companion		
	Your Turn Practice Book		
	ELD My Language Book (HOUSED in ELD classroom)		
	Literature Anthology	2	2017
	Reading Writing Workshop Book		
	Close Reading Companion		
	Your Turn Practice Book		
	ELD Companion Worktext: Expanding/Bridging (HOUSED in ELD Classroom)		
	ELD Worktext Units 1-6:Emerging (HOUSED in ELD Classroom)	3	2017
	Literature Anthology		
	Reading Writing Workshop Book		
	Close Reading Companion		
	Your Turn Practice Book		
	ELD Companion Worktext: Expanding/Bridging (HOUSED in ELD Classroom)	4	2017
	ELD Worktext Units 1-6:Emerging (HOUSED in ELD Classroom)		
	Literature Anthology		
	Reading Writing Workshop Book		
	Close Reading Companion		
	Your Turn Practice Book		
	ELD Worktext Units 1-6		
	Literature Anthology		
	Reading Writing Workshop Book		

CENTER JOINT UNIFIED SCHOOL DISTRICT

	Close Reading Companion	5	2017
	Your Turn Practice Book		
	ELD Companion Worktext: Expanding/Bridging (HOUSED in ELD Classroom)		
	ELD Worktext Units 1-6:Emerging (HOUSED in ELD Classroom)	6	2017
	Reading Writing Workshop Book		
	Close Reading Companion		
	Your Turn Practice Book		
	ELD Companion Worktext: Expanding/Bridging (HOUSED in ELD Classroom)		
	ELD Worktext Units 1-6:Emerging (HOUSED in ELD Classroom)		


CENTER JOINT UNIFIED SCHOOL DISTRICT

oint Unified School District- WILLIAMS INSTRUCTIONAL MATERIALS LIST - ELEMENTARY 2


2022/2023	Instructional Materials - Math		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
McGRAW-HILL  McGraw-Hill	My Math Pre-K	TK	2013
McGRAW HILL & CPM  McGraw-Hill	CA My Math Student Book Vol 1	K	2013
	CA My Math Student Book Vol 2	K	2013
	CA My Math Student Book Vol 1	1	2013
	CA My Math Student Book Vol 2	1	2013
	CA My Math Student Book Vol 1	2	2013
	CA My Math Student Book Vol 2	2	2013
	CA My Math Student Book Vol 1	3	2013
	CA My Math Student Book Vol 2	3	2013
	CA My Math Student Book Vol 1	4	2013
	CA My Math Student Book Vol 2	4	2013
	CA My Math Student Book Vol 1	5	2013
	CA My Math Student Book Vol 2	5	2013
	CA College Preparatory Math (CPM) Core Connections 1	6	2013

CENTER JOINT UNIFIED SCHOOL DISTRICT



Center Joint Unified School District- WILLIAMS INSTRUCTIONAL MATERIALS LIST - ELEMENTARY 2022/2023

2022/2023	Instructional Materials - Social Science		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
STUDIES WEEKLY 	Studies Weekly Student 42 weekly periodicals	K	2017
	Studies Weekly Student 42 weekly periodicals	1	2017
	Studies Weekly 42 Student weekly periodicals	2	2017
	Studies Weekly 42 Student weekly periodicals	3	2017
	Studies Weekly 42 Student weekly periodicals	4	2017
	Studies Weekly 42 Student weekly periodicals	5	2017
	Studies Weekly 42 Student weekly periodicals	6	2017


CENTER JOINT UNIFIED SCHOOL DISTRICT

Joint Unified School District- WILLIAMS INSTRUCTIONAL MATERIALS LIST - ELEMENTARY 2			
2022/2023	Instructional Materials - Science		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
	Harcourt School Publishing-Big Book	K	2008
	Harcourt School Publishing-Student Edition	1	2008
	Harcourt School Publishing-Student Edition	2	2008
	Harcourt School Publishing-Student Edition	3	2008
	Harcourt School Publishing-Student Edition	4	2008
	Harcourt School Publishing-Student Edition	5	2008
AMPLIFY EDUCATION 	Amplify Science - Investigation Notebook	6	2019


CENTER JOINT UNIFIED SCHOOL DISTRICT

Center Joint Unified School District- WILLIAMS INSTRUCTIONAL MATERIALS LIST - ELEMENTARY 2022-2023			
2022/2023	Instructional Materials - Math		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
McGRAW-HILL  <small>McGraw-Hill</small>	My Math Pre-K	TK	2013
McGRAW HILL  <small>McGraw-Hill</small>	CA My Math Student Book Vol 1	K	2013
	CA My Math Student Book Vol 2	K	2013
	CA My Math Student Book Vol 1	1	2013
	CA My Math Student Book Vol 2	1	2013
	CA My Math Student Book Vol 1	2	2013
	CA My Math Student Book Vol 2	2	2013
	CA My Math Student Book Vol 1	3	2013
	CA My Math Student Book Vol 2	3	2013
	CA My Math Student Book Vol 1	4	2013
	CA My Math Student Book Vol 2	4	2013
	CA My Math Student Book Vol 1	5	2013
	CA My Math Student Book Vol 2	5	2013
	CA College Preparatory Math (CPM) Core Connections 1	6	2013
2022/2023	Instructional Materials - Science		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR

CENTER JOINT UNIFIED SCHOOL DISTRICT

	Harcourt School Publishing-Big Book	K	2008
	Harcourt School Publishing-Student Edition	1	2008
	Harcourt School Publishing-Student Edition	2	2008
	Harcourt School Publishing-Student Edition	3	2008
	Harcourt School Publishing-Student Edition	4	2008
	Harcourt School Publishing-Student Edition	5	2008
AMPLIFY EDUCATION	Amplify Science - Investigation Notebook	6	2019
			
2022/2023	Instructional Materials - Social Science		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
STUDIES WEEKLY	Studies Weekly 42 weekly periodicals	K	2017
	Studies Weekly 42 weekly periodicals	1	2017
	Studies Weekly 42 weekly periodicals	2	2017
	Studies Weekly 42 weekly periodicals	3	2017
	Studies Weekly 42 weekly periodicals	4	2017
	Studies Weekly 42 weekly periodicals	5	2017
	Studies Weekly 42 weekly periodicals	6	2017
2022/2023	Instructional Materials - English Language Arts (ELA/ELD)		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR


CENTER JOINT UNIFIED SCHOOL DISTRICT

<p>McGraw-Hill</p>  <p>McGraw-Hill</p>	World of Wonders - Big Book Package	TK	2017
	Reading Writing Workshop Book		
	Close Reading Companion		
	Your Turn Practice Book	K	2017
	ELD My Language Book (HOUSED in ELD classroom)		
	Literature Anthology: Unit 1		
	Literature Anthology: Unit 2		
	Literature Anthology: Unit 3		
	Literature Anthology: Unit 4		
	Reading Writing Workshop Book: Unit 1		
	Reading Writing Workshop Book: Unit 2	1	2017
	Reading Writing Workshop Book: Unit 3		
	Reading Writing Workshop Book: Unit 4		
	Close Reading Companion		
	Your Turn Practice Book		
	ELD My Language Book (HOUSED in ELD classroom)		
	Literature Anthology		
	Reading Writing Workshop Book		
	Close Reading Companion	2	2017
	Your Turn Practice Book		
	ELD Companion Worktext: Expanding/Bridging (HOUSED in EL		
	ELD Worktext Units 1-6:Emerging (HOUSED in ELD Classroom		
	Literature Anthology		
	Reading Writing Workshop Book		
	Close Reading Companion	3	2017
	Your Turn Practice Book		
	ELD Companion Worktext: Expanding/Bridging (HOUSED in EL		
	ELD Worktext Units 1-6:Emerging (HOUSED in ELD Classroom		
	Literature Anthology		
	Reading Writing Workshop Book	4	2017
	Close Reading Companion		
	Your Turn Practice Book		
	ELD Worktext Units 1-6		
	Literature Anthology		
	Reading Writing Workshop Book		
	Close Reading Companion	5	2017
	Your Turn Practice Book		
	ELD Companion Worktext: Expanding/Bridging (HOUSED in EL		
	ELD Worktext Units 1-6:Emerging (HOUSED in ELD Classroom	6	
	Reading Writing Workshop Book		

CENTER JOINT UNIFIED SCHOOL DISTRICT

	Close Reading Companion	2017
	Your Turn Practice Book	
	ELD Companion Worktext: Expanding/Bridging (HOUSED in ELD Classroom)	
	ELD Worktext Units 1-6:Emerging (HOUSED in ELD Classroom)	


CENTER JOINT UNIFIED SCHOOL DISTRICT

Center Joint Unified School District- WILLIAMS INSTRUCTIONAL MATERIALS LIST - ELEMENTARY 2022-2023			
2022/2023	Instructional Materials - English Language Arts (ELA/ELD)		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
 McGraw Hill	McGraw Hill CA Study Sync	7	2017
	McGraw Hill CA Study Sync ELD		
	Reading & Writing Companion Unit 2		
	Reading & Writing Companion Unit 4		
	McGraw Hill CA Study Sync	8	2017
	McGraw Hill CA Study Sync ELD		
	Reading & Writing Companion Unit 1		
	Reading & Writing Companion Unit 2		



CENTER JOINT UNIFIED SCHOOL DISTRICT

Center Joint Unified School District- WILLIAMS INSTRUCTIONAL MATERIALS LIST - ELEMENTARY 2022/2023			
2022/2023	Instructional Materials - Math		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
CPM	CA College Preparatory Math (CPM) Core Connections 1	7	2013
	CA College Preparatory Math (CPM) Core Connections 1	8	2013

CENTER JOINT UNIFIED SCHOOL DISTRICT

Center Joint Unified School District- WILLIAMS INSTRUCTIONAL MATERIALS LIST - ELEMENTARY 2			
2022/2023	Instructional Materials - Social Science		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
PEARSON  Pearson Realize	Pearson my World: Medieval World and Early Modern Times Student Edition	7	2019
	Pearson Medieval World and Early Modern Times my World Interactive Student worktext	7	2019
	Pearson my World: Growth & Conflict Student Edition	8	2019
	Pearson Growth & Conflict my World Interactive Student worktext	8	2019

CENTER JOINT UNIFIED SCHOOL DISTRICT

Center Joint Unified School District- WILLIAMS INSTRUCTIONAL MATERIALS LIST - ELEMENTARY 2022/2023			
2022/2023	Instructional Materials - Science		
Publisher Digital App/Icon	TITLE/ITEM DESCRIPTION	GRADE	COPYRIGHT YEAR
AMPLIFY EDUCATION 	Amplify Science - Investigation Notebook	7	2019
AMPLIFY EDUCATION 	Amplify Science - Investigation Notebook	8	2019

Center Joint Unified School District

Dept./Site:	Instructional Services	AGENDA REQUEST FOR:
Date:	May 1, 2021	Action Item <u>X</u>
To:	Board of Trustees	Information Item
From:	Michael Jordan <u>MDJ</u> Director of Special Education & Curriculum	# Attached Pages 4

SUBJECT:	Memorandum of Understanding Agreement # 23004 SCOE McGraw Hill Wonders K-6 Teacher Training
<p>Please approve the Memorandum of Understanding (MOU) – Agreement #23004 between Sacramento County Office of Education (SCOE) and Center JUSD, to provide two (2) one day McGraw Hill, Wonders trainings to support the K-6th grade teachers and administrators who are new to the district or their grade level or position.</p> <p>District agrees to pay SCOE \$4,800 within 60 days of invoicing.</p> <p>July 19th, 2023 from 8:00AM – 3:00PM for K-2 grade teachers July 20th, 2023 from 8:00AM – 3:00PM for 3rd-6th grade teachers</p> <p>Services: <i>Professional development support for Wonders and foundational skills</i></p> <p>RECOMMENDATION: CJUSD Board of Trustees approve MOU #23004</p>	

AGENDA ITEM # _____

CONFIDENTIAL

XIII-9

MEMORANDUM OF UNDERSTANDING

Agreement #23004
2022-2023

This Memorandum of Understanding (MOU) is between the **Sacramento County Office of Education**, hereinafter referred to as "**SCOE**," and **Center Joint Unified School District**, hereinafter referred to as "**District**."

The purpose of this MOU is to detail the roles and responsibilities of **SCOE** and the **District** in regard to delivering instructional support services to staff. Once signed by both parties, this MOU is in effect, and may be terminated by either entity in writing, but not less than seven business days prior to the first day of service.

No audio or visual recording of the services provided under this agreement may be made by any means without the advance written authorization of **SCOE**.

A. **SCOE** agrees to:

1. Provide a primary contact person and service provider(s) for all work under this MOU.

MOU Contact:

Tamara Wilson

(916) 228-2350

twilson@scoe.net

Services provided by:

Kou Vang

(916) 228-3922

kouvang@scoe.net

2. Provide the following service:

Professional development sessions and site based focused on English Language Arts and English Language Development. See Exhibit A, for schedule and details of services to be provided, which is attached hereto and incorporated by reference.

Location of the service

Center Joint Unified School District

8408 Watt Avenue

Antelope, CA, 95843

3. **SCOE** will make every effort to accommodate changes in dates as needed, however rescheduling is not guaranteed as dates are dependent on availability.
4. Provide an evaluation of services.
5. Provide training materials. Any and all training material are the exclusive property of **SCOE**. **District** and its agents must obtain written permission from **SCOE** before it disseminates, markets, or otherwise uses the training materials.
6. Invoice **District** within 30 days of execution of this MOU:
Sacramento City Unified School District
8408 Watt Avenue
Antelope, CA, 95843

MEMORANDUM OF UNDERSTANDING, Agreement #23004

B. School agrees to:

1. Provide a primary contact person for all work under this MOU.
Becky Lawson, Principal
(916) 338-7584
rlawson@centerusd.org
2. Ensure the site principal/district representative is present during services.
3. Participate in an evaluation of services.
4. Provide facility for training.
5. Provide SCOE with a copy of attendance sign-in sheet upon request.
6. Provide the audio-visual equipment and table supplies.
7. Provide requested materials for participants (e.g., Teacher's Edition).

C. Fiscal: District agrees to pay SCOE \$4,800 Amount within 60 days of invoicing.

D. General Provisions

1. **Indemnity.** Each party agrees to defend, indemnify, and hold harmless each of the other parties (including a party's directors, agents, officers and employees), from any claim, action, or proceeding arising from any actual or alleged act or omissions of the indemnifying party, its director, agents, officers, or employees arising from the indemnifying party's duties and obligations described in this agreement or imposed by law.
 - a. It is the intention of the parties that this section imposes on each party responsibility to the others for the acts and omissions of their respective elected and appointed officials, employees, representatives, agents, subcontractors and volunteers, and that the provisions of comparative fault shall apply. This provision shall survive the termination of this agreement for any claim related to this agreement.
2. **Independent Agents.** This MOU is by and between independent agents and does not create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents.
3. **Nondiscrimination.** Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, immigration status, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.
4. **Insurance.** All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.

MEMORANDUM OF UNDERSTANDING, Agreement #23004

5. **Entire Agreement.** This MOU constitutes the entire agreement and understanding of the parties. All prior understandings, terms or conditions are deemed merged into this MOU. Any changes to this MOU must be agreed to in writing by all parties.

The undersigned represent that they are authorized representatives of the parties and hereby execute this MOU. This MOU may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document. Photographic copies of the signed counterparts may be used in lieu of the originals for any purpose.

Sacramento County Office of Education
Brent Malicote
Assistant Superintendent, Educational Services

Center Joint Unified School District
Scott Loehr
Superintendent



4.26.22

Signature

Date

Signature

Date

Director Approval

Date


MEMORANDUM OF UNDERSTANDING, Agreement #23004

**Exhibit A
Center Joint Unified School District**

Note: *Dates, times, and content is tentative and may be adjusted to better meet the needs of the client. District will provide substitutes for teacher release as needed for site-based support days. Professional learning will be in person.*

Dates	Time	Grade Levels	Topics
July 19, 2022	8:00 am-3:00 pm	K-2	Introduction to Wonders and Foundational Skills and Read, Talk, Write in Wonders
July 20, 2022	8:00 am-3:00 pm	3-6	Introduction to Wonders and Foundational Skills and Read, Talk, Write in Wonders

Center Joint Unified School District

Dept./Site:	Instructional Services	AGENDA REQUEST FOR:
Date:	May 2, 2022	Action Item <u>X</u>
To:	Board of Trustees	Information Item
From:	Rebecca Lawson  Coordinator of Curriculum	# Attached Pages <u>1</u>

<p>SUBJECT: CORE – Elementary Teacher K-6 grade Online Academy & Professional Development Summer Learning Opportunities</p> <p>Accelerate Reading Achievement with the Science of Reading: Grades K-6 from June 6-July 29, 2022 The Online Elementary Reading Academy, based on the <u>science of reading</u>, takes the best of CORE's nationally acclaimed <i>Teaching Reading Sourcebook</i> and packages it into a facilitated, seven-module asynchronous, online course. The course teaches educators the five essential components of reading instruction with clear and explicit models immediately applicable to the classroom. Hearing Screenings administered for students in grades K or 1, 2, 5, 8, 10, preschool and Special Education.</p> <p>Helping Students Master Fractions: Grades 3-6 from June 9-July 7, 2022 The CORE Online Math Academy courses provide the opportunity to build an understanding of teaching and learning fractions. During these highly interactive online courses, teachers will gain the understanding necessary to deliver evidence-based instruction that develops mathematical proficiency with fractions. This close examination of the Number-Operations-Fraction domain will increase teacher expertise and confidence in leading students to a deep understanding of fractions.</p> <p>PAYMENT: \$580.00 per teacher / Elementary Reading Academy \$180.00 per teacher / Math Academy – Fractions 1</p> <p>RECOMMENDATION: CJUSD Board of Trustees approve the Professional Development opportunity through CORE.</p>
--

AGENDA ITEM # _____

CONFIDENTIAL

Consortium on Reaching Excellence in Education, Inc
548 Market St - PMB 42817
San Francisco CA 94104
lguevara@corelearn.com
www.corelearn.com



ESTIMATE

Date: 4/28/2022

Address	Ship to
Rebecca Lawson Coordinator of Curriculum Center Joint Unified School District 8408 Watt Ave. Antelope, CA 95843	Rebecca Lawson Coordinator of Curriculum Center Joint Unified School District 8408 Watt Ave. Antelope, CA 95843

Date	Item	Qty	Rate	Amount
4/28/2022	Online Elementary Reading Academy	21	\$580.00	\$12,180.00
4/28/2022	Online Math Academy – Fractions 1	17	\$180.00	\$3,060.00
Subtotal				\$15,240.00
Tax				\$0.00
Total				\$15,240.00

This quote is valid for 60 days. Thank you for working with CORE!

Center Joint Unified School District

Dept./Site:	Instructional Services	AGENDA REQUEST FOR:
Date:	May 2, 2022	Action Item <u>X</u>
To:	Board of Trustees	Information Item
From:	Mike Jordan _____ Director of Curriculum & Instruction / Special Education	# Attached Pages 1

<p>SUBJECT: 2022/2023 Contract with Dr. Robert A. Hoffman O.D. MCT Vision Screening</p> <p>Please approve the attached contract for MCT Vision screening services for students enrolled in the Center Joint Unified School District.</p> <p>Contractor or his agents agree to test up to approximately, but not limited to, Three Hundred (300) students per day. For these services, contractor shall be paid Three dollars and fifty cents per student and not less than Five Hundred dollars (\$500) dollars per day, whichever is greater.</p> <p>RECOMMENDATION: CJUSD Board of Trustees approve the services agreement with Dr. Robert Hoffman.</p>

AGENDA ITEM # _____

CONSENT AGENDA



**Dr. Robert A. Hoffman
Dr. Lianne C. Inouye
Optometrists**

MCT Vision Screening Contract 2022-23

Contractor or his agents shall provide Modified Clinical Technique Vision Screening Services for children enrolled in Center Unified School District.

The specific days for testing are to be mutually agreed upon by contractor and School District. The School District shall designate which children are to be tested as well as the school site(s) where testing is to occur.

Contractor or his agents agree to test up to approximately Three Hundred (300) students per day. For these services contractor shall be paid Three Dollars and fifty cents per student and not less than five hundred dollars, whichever is greater.

Contractor must be notified at least ten (10) days prior to the cancellation of any screening day by the School District in order to avoid being charged for that testing day.

Payment for services is due thirty days after the final day of testing.

County(District) Office of Education

By: _____

Contractor

By  _____
Robert A. Hoffman O. D.

Tax ID 68-0201477

Date _____

Date 9/28/22

916-983-6211
FAX 916-983-6608

2390 E. Bidwell St, Suite 400
Folsom, CA 95630

Center Joint Unified School District

Dept./Site:	Instructional Services	AGENDA REQUEST FOR:
Date:	April 27, 2022	Action Item <u>X</u>
To:	Board of Trustees	Information Item
From:	Mike Jordan <u>MAT</u> Director of Curriculum & Instruction / Special Education	# Attached Pages 4

SUBJECT: Professional Service Agreement

CONSULTANT'S NAME: Document Tracking Services

SERVICES TO BE RENDERED: Provide document translation for Special Education Documents, Curriculum & Instruction Documents, And District/State Parent Notifications.

DATES OF SERVICE: June 1, 2022 – May 31, 2023.

PAYMENT: License fee \$2500.00 and each document is determined by document length and language.

TOTAL AMT OF CONTRACT: As needed.

RECOMMENDATION: CJUSD Board of Trustees approves Professional Services Agreement with Document Tracking Services.



LICENSING AGREEMENT

This Agreement effective **June 1, 2022**, is made and entered into by **Center Joint Unified School District** as Licensee and Document Tracking Services (DTS) as Licensor each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

- A. **License.** DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit A of this agreement.
 - (i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
 - (ii) Licensee retains all rights, title and interest in the documents as described in Exhibit A of this agreement.
- B. **Internet Areas.** All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.
- C. **Term of License.** The term of the Agreement is for **one (1) year** from the effective date (as noted in paragraph one) of the license agreement.
- D. **Personnel.** DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
- E. **Content.** DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.
- F. **Security of Data.** DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.
 - (i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.
- G. **Management of Database.** DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- H. **Customer License.** DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.



- I. **License Fee.** Licensee shall pay a fee of **\$2,250**.
- J. **Document Set Up Fee.** The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- K. **Payment Terms.** Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- L. **Number of Documents.** The maximum number of documents per school district is limited to **five (5)**.
- M. **Warranty.** Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- N. **Definitions.**
 - (i) **Document.** A document is defined as a) a specific template provided by CDE or; b) any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or c) individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.
 - * Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.
 - (ii) **Customized Documents.** Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.
- O. **Document Setup Fee.** DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- P. **Additional Fees.** Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is \$39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.
- Q. **Additional Services.** DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director
Document Tracking Services
10606 Camino Ruiz, Suite 8-132
San Diego, CA 92126
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Date: April 18, 2022

Licensee

By: _____

Date: _____

Center Joint Unified School District



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2022 School Accountability Report Card, English & Spanish (Custom Template)
2. 2022 School Plan for Student Achievement (CDE Template)
3. 2022 Local Control and Accountability Plan (CDE Template)
4. Others to be identified as needed.

*Center Joint Unified School
District*

AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: April 29, 2022

Action Item X

To: Board of Trustees

Information Item _____

From: Chris Borasi

Attached Pages ____

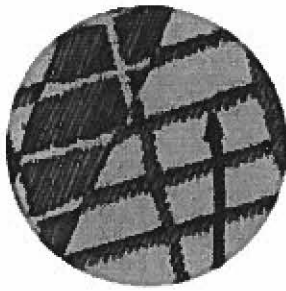
Administrator's Initials:

SUBJECT: Approval for Inspiration and Ideas Conference Attendance

Marie Allred and Sherry Cline, 8th Grade Math teachers, would like to attend the CPM (College Prep Math) conference for their intervention program (Inspiration and Ideas) in June. This conference will include curriculum for the year to pilot in our Academic Lab B (Math Intervention) courses during the 22-23 school year. The conference is at the University of Utah in Salt Lake City, Utah from June 20th-24th. The conference will be paid for by ESSR funding.

RECOMMENDATION: CJUSD Board of Trustees approves Marie Allred and Sherry Cline attending the CPM Inspiration and Ideas Implementation Course.

COPIES OF THE



INSPIRATIONS & IDEAS IMPLEMENTATION COURSE - SALT LAKE CITY, UT (RESIDENTIAL)

 In-Person Learning Events

Start: Jun 20, 2022

End: Jun 24, 2022

June 20-24, 2022 from 8 am to 4 pm local time.

University of Utah
Salt Lake City, UT

REGISTRATION IS OPEN NOW! [CLICK HERE TO REGISTER IN THE CPM WEBSTORE!](#)

This workshop is designed for teachers who will be using CPM's 8th grade intervention course, Inspirations & Ideas. Participants will be immersed in a CPM classroom setting to experience the curriculum from the perspective of both a learner and an instructor. Several topics will be covered including course design, productive struggle, building relationships, numeracy, mindsets, brain research, and how to teach Inspirations & Ideas with fidelity. This workshop will be facilitated by a contributing author and an experienced Inspirations & Ideas classroom teacher to provide participants with the best support possible.

[CLOSE](#)

[REGISTER NOW](#)



Angela Frisk via freshdesk.com
to me ▾

Tue, Apr 19, 1:56 PM (3 days ago) ☆ ↶ ⋮

Good Afternoon Marie,

More information regarding the Inspirations and Ideas training this summer can be found at <https://shop.cpm.org> and clicking on the Event Registration and going to the 2022 Residential Institute option. From here there is a lot of information as well as the ability to register for the event.

The cost for the I&I training and first-year materials is \$1500 and the materials will ship after training has been completed. You will get all teacher materials as well as 20 sets of student materials. If you do need more materials, you can purchase additional student bundles for a cost of \$500 per bundle and that will give you 20 additional student sets in each bundle. Once the teacher has been trained, they will be able to log into their CPM user account on the WebStore and order additional materials.

If you have any additional questions, please let us know!

Angela Frisk

CPM Educational Program

MORE MATH FOR MORE PEOPLE

209 745 2055 business office (ext 110)

Replying to any response, including replying to this email, will always open a closed ticket.

Ticket: <https://support.cpm.org/helpdesk/tickets/143264>



CPM Educational Program is a California 501(c)(3) nonprofit corporation, 5493 Little Pacific Way, Elk Grove, California 95756, www.cpm.org

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Family Resource Center	Action Item <u>X</u>
To: Board of Trustees	Information Item _____
Date: May 5, 2022	# Attached Pages <u>3</u>
From: Ryan Miranda, Coordinator	
Administrator Initials: <u>RJM</u>	

<p>SUBJECT: MOU with Sacramento Children's Home (SCH) to continue to deliver evidenced-based curricula focused on teaching interpersonal problem solving and conflict resolution skills necessary to interact positively and safely. This is at no cost to the district.</p> <p>Sacramento Children's Home has, for several years now, implemented curricula at CJUSD elementary schools. SCH delivers the Too Good for Violence curriculum – Social Perspectives (K-6th grade). We have received a positive response from school staff and students. CJUSD will continue to refer families to SCH's Nurturing Parenting Program, which helps guide families to become stronger, happier and healthier.</p> <p>RECOMMENDATION: Approve</p>

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MEMORANDUM OF UNDERSTANDING

Between

Sacramento Children's Home

AND

Center Joint Unified School District

I. PURPOSE:

The purpose of this agreement is to clarify roles, responsibilities and services provided by Sacramento Children's Home (SCH) and Center Joint Unified School District while conducting business at school district sites.

II. PROGRAM DESIGN: The Sacramento Children's Home eVIBE

(Early Intervention in Violence Begins with Education) Program is an evidenced based model using the following four curriculums: *Nurturing Parenting Program (NPP)*, designed to decrease family conflict, violence abuse and neglect, *Too Good For Violence- Social Perspectives (TGFV-SP) Elementary Program*, to teach children interpersonal problem solving and conflict resolution skills necessary to interact positively and safely, *Too Good For Violence- Social Perspectives (TGFV-SP) Middle Program*, focusing on the personal and interpersonal skill development to foster positive relationships and academic success and *Too Good For Violence- Social Perspective (TGFV-SP) High School*, building positive peer relationship skills necessary to prevent youth violence. These are voluntary programs integrating conflict resolution, social skills and violence prevention curriculum in a group based setting targeting multiple age groups in grades 3rd-12th. NPP targets parents or family caregivers. Program flexibility allows for all four curriculums to be taught in the school day setting or after school hours.

III. RESPONSIBILITIES:

A. Sacramento Children's Home agrees to commit the following staff, resources, and services to support the goals and objectives of the eVIBE program:

1. Sacramento Children's Home (SCH) will be responsible to Center Joint Unified District for the contractual, administrative, and fiscal responsibilities of the eVIBE program.
2. Sacramento Children's Home will be responsible for implementing the Too Good for Violence- Social Perspectives and Nurturing Parenting Program curriculums at selected school sites.
3. The Center Joint Unified School District has determined that services performed under this Agreement will result in contact with students. Sacramento Children's Home shall obtain fingerprinting clearance for all employees before services can begin. Sacramento Children's Home will provide a complete list to the school site/District employees cleared by the DOJ who will provide services under this Agreement. Failure to provide

such a written certification before services begin, or within thirty days after execution of this Agreement, whichever comes first, will result in immediate termination.

4. Sacramento Children's Home will share all eVIBE program curriculum, program events and literature with Center Unified School District.
5. Sacramento Children's Home will present an eVIBE program brochure and flyer that outlines all program services and program contacts.
6. Sacramento Children's Home will provide a completion of eVIBE program certificate to students who complete required number of classes.
7. Sacramento Children's Home will host parent engagement activities for parents/caregivers of students enrolled in the eVIBE program. Site locations for these events will be determined and approved by school site administrators.
8. Sacramento Children's Home will work with school administrators for eVIBE program referrals.
9. Sacramento Children's Home will follow all policies and procedures of the Center Joint Unified School District and the CDC COVID 19 guidelines for in person instruction. This will include maintaining the care and cleanliness of all designated classrooms or facilities used by the eVIBE program staff.
10. Sacramento Children's Home will collect outcome data for the purposes of compliance with outcome measures.

B. Center Joint Unified School District agrees to collaborate and partner with the Sacramento Children's Home to support the goals and objectives of the eVIBE program:

1. Center Joint Unified School District will provide the facility/classroom or virtual learning space to conduct concurrent groups of up to 30 students for the Too Good For Violence- Social Perspective 12 week program.
2. Center Joint Unified School District teachers will collect: Student Consent for Participation form, Intake form and Notice of Privacy Practices Acknowledge of Receipt of Agreement.
3. Center Joint Unified School District will provide facility or a virtual space to conduct parent /family activity meetings.
4. Center Joint Unified School District will refer students/families to the NPP and Too Good for Violence programs.
5. Center Joint Unified School District will work with Sacramento Children's' Home to coordinate the program implementation schedule during the school day or afterschool hours.

IV. TERMS AND CONDITIONS:

The terms of this MOU shall commence on **July 1st, 2022 – June 30th, 2023** are renewable thereafter from year to year unless either participating party gives written notice of termination. Either party may terminate this MOU in thirty (30) days upon written notification on intention to terminate the agreement with or without cause. The MOU is predicated on obtaining funding from the County of Sacramento.

V. INSURANCE:

Without limiting indemnification, SCH shall maintain in force at all times during the term of this MOU and any extensions or modifications thereto, insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the MOU by SCH, its agents, representatives or employees. Center Unified School District reserves the right at any time to review the coverage, form, and amount of the insurance and may require SCH to obtain sufficient coverage, form and amount to provide adequate protection.

VI. INDEMNIFICATION:

To the fullest extent allowed by law, Center Joint Unified School District shall defend, indemnify and hold harmless Sacramento Children's Home and its directors, officers, agents, employees and guests against any claim or demand arising from any actual or alleged act, error, or omission by Center Unified School District or its directors, officer's agents, employees, volunteers or guests arising from Center Unified School District's duties and obligations described in this agreement or imposed by law.

To the fullest extent allowed by law, Sacramento Children's Home shall defend, indemnify and hold harmless Center Joint Unified School District and its directors, officers, agents, employees and guests against any claim or demand arising from any actual or alleged act, error, or omission by Sacramento Children's Home or its directors, officer's agents, employees volunteers or guests arising from Sacramento Children's Home duties and obligations described in this agreement or imposed by law.

VII. AMENDMENTS:

Amendments to this MOU may be made with mutual written agreement from the participating parties.

This operational agreement shall be effective upon signature. We, the undersigned, as authorized representatives of the Sacramento Children's Home and the Center Joint Unified School District, do hereby approve this document.


David Baker, Ed.D., Chief Executive Officer
Sacramento Children's Home

Date

School District Representative

Date

Center Joint Unified School District

Dept./Site: North Country	AGENDA REQUEST FOR:
To: Board of Trustees	Action Item: X
Date: April 19, 2022	Information Item:
From: Jason Farrel	# Attached Pages: 8
	
Principal/Administrator Initials:	

SUBJECT:

Professional Services Agreement (PSA) for @JOSEDIGREGORIOART

RECOMMENDATION: The CJUSD Board of Trustees ratify the PSA.

CONFIDENTIAL



Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843

PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this 1st day of February, 2020, by and between the Center Joint Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described services for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Joint Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

*Contractor Name: Jose DiGregorio

Address:

Phone: 916-284-8577 Taxpayer ID #:

*Full description of services to be provided:

Painting one large exterior mural in a distinctive, colorfully galactic signature style, on the facade of school. Protective anti-graffiti seal coating.

*Payment: \$4500

CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

*Beginning Date of Service: 4/30/22

*Ending Date of Service: 5/2/22 - plus additional day for unveil (date TBD)

Method of Payment and Tax Reporting: (check one)

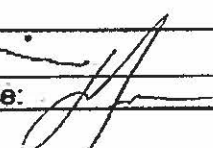
- ☐ Variable Payroll- W-2 Generated (Requires completion of W-4 & I-9 in Personnel Dept.)
☒ Accounts Payable- 1099 Generated (Requires completion of W-9).

Total amount of this contract \$4500 Budget # 01-0201-0-5800-236-1110-1000-009-000

Reason service cannot be provided by a District employee:
Professional Artist creating custom mural

Signature of CONTRACTOR*: 

Date*: 4/19/22

Signature of District employee requesting service: 

Date: 4/20/22

Date Board of Trustees Approved (if over \$500.00): _____	Date: _____
Personnel Approval (if cleared to start): _____	Date: _____
Signature of Accounting Supervisor: _____	Date: _____

***CONTRACT NOT VALID WITHOUT ALL DISTRICT SIGNATURES**
--

INDEPENDENT CONTRACTOR OR EMPLOYEE? DISTRICT GUIDELINES

When contracting with an individual for services the district must establish the nature of the employment relationship. This should occur prior to any services being performed and issuance of any payment. Once the legal relationship is determined, the method of payment is prescribed by law. The problem occurs in the area of who is or is not an employee. There is no clear-cut definition of what constitutes an employee. Instead, there are the twenty common law factors that must be analyzed by the district and the district makes the determination.

IRS Publication SWR 40, *Public Schools and Employment Taxes*, lists workers that have already been determined by IRS to be employees. These are individuals performing the duties of:

- Administrators
- Teachers/instructors
- Substitutes
- School bus drivers
- Clerical staff
- Athletic coaches
- Tutors
- Cafeteria workers
- Counselors
- Examination monitors
- Proctors
- Librarians

In addition to the categories above, the revenue agent recently reclassified the following categories as employees:

- Nurses
- Psychologists
- Intern psychologists
- Individuals "filling in" on an interim basis
- Specialty teacher (art, poetry, music, etc.)

What the district calls the individual is irrelevant to the analysis of the employment relationship. The IRS looks at the facts and the relationship on a case by case basis.

If the individual in question is not in one of the above categories, you may use the guidelines on the following page to analyze the employment relationship between the district and the individual. *We recommend the completed guidelines be kept on file with the District Consultant Contract for any future IRS inquiries.* The 20 common law factors have all been considered in developing the attached questionnaire.

**INDEPENDENT CONTRACTOR OR EMPLOYEE?
DISTRICT GUIDELINES**

PART I

	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Is the individual working as an employee prescribed by the Education Code? Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Is the individual already an employee of the district in another capacity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district exercise this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are the services, as being provided, an integral part of school operations? Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance, and implies the maintenance of legal control.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the answer to of the above questions is "YES",

STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

PART II

	YES	NO
8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Can this relationship be terminated without the consent of <u>both</u> parties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

PART II - continued

	YES	NO
11. Does the individual operate an independent trade or business that is available to the general public? <i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.? <i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If either 11 or 12 are "NO", the individual is a district employee

STOP HERE

and process the individual through payroll.

If 11 and 12 are both "YES", continue

	YES	NO
13. Does the individual provide all materials and support services necessary for the performance of this service? <i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Is this paid by the job or on a commission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Does the individual bear the cost of any travel and business expenses incurred to perform this service? <i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

@JOSEDIGREGORIOART

ESTIMATE INVOICE

Jose Di Gregorio

04/11/2022

916.284.8577

josedigregorio@gmail.com

Michele Haslam

North Country Elementary School

3901 Little Rock Dr.

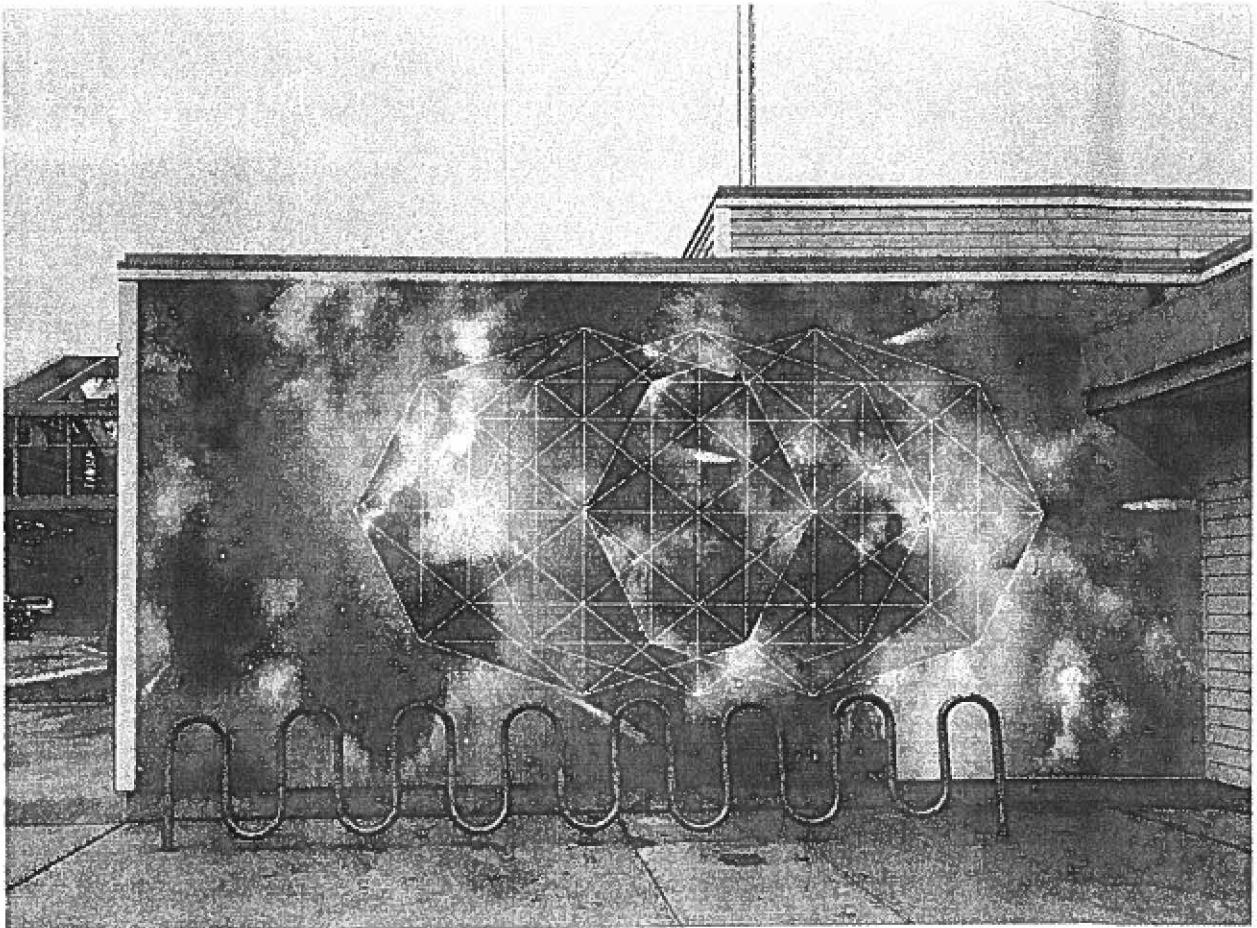
Antelope, CA 95843

916.338.6480

mhaslam@centerusd.org

northcountry.centerusd.org

Budget To Paint Large Exterior Mural On Facade Of School



BUDGET: \$4500 (school discounted from original market fee of \$7500-\$8000)

SCOPE OF WORK:

- Painting one large mural in a unique, colorfully galactic signature style
- protective anti-graffiti seal coating

LABOR:

- masking, prepping, cleaning
- applying medium and paint
- sealing
- cleaning

MATERIALS:

- spray paints, paint markers, straight edges, drop cloths, sealer, tape

EXPERIENCE:

- 23 years painting
- BFA Painting, Herron School Of Art And Design. 2006
- Pont-Aven School Of Contemporary Art, Brittany, France. 2004
- international and national projects; including Mexico City, Helsinki, Berlin, Gothenburg, Barcelona, Los Angeles, Art Basel Miami, Pont-Aven Fr, San Francisco, Portland, Kosovo, Moncton, San Diego, among others.
- Published in various acclaimed publications, including spreads in Juxtapoz, Hi-Fructose, Submerge, SNR, numerous newspapers and periodicals, among others.

REFERENCES:

- Hannah Stouffer
Founder/Director, H+Creative Talent Agency, Los Angeles
@hpluscreative
415-710-7787
- Karen Ulep
Creative Services & Marketing Director, CADA, Sacramento
916-384-7210
- Teresa Kintz
Designer/Consultant
Ann Lowengart Interiors LLC, San Francisco
415-578-1222 x 708
- additional available upon request

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Jose Di Gregorio

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see Instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

OR

Employer identification number

____ - ____ - ____ - ____ - ____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► 02/08/22

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: May 3, 2022

Action Item X

To: CUSD Board of Trustees

Information Item

From: Jerald Ferguson

Attached Pages 0

Principal's Initials JP

SUBJECT: FBLA Trip

FBLA Leadership Summit.

Dates: June 24 & 25, 2022 (1 overnight stay)

Where: Moorpark College

Attending: Larry Davenport - Advisor, and students.

Center High School is represented in Future Business Leaders by having two students as Northern Section Officers.

President and State Vice President. holds the position of Northern Section Secretary. holds the position as Executive

Parents will be dropping their students off and picking them up from the airport. We will be travelling with Colusa High School who also have two officers. Their advisor is a female and will aid in any events that require a female advisor.

Airfare and hotel accommodations are paid for by California FBLA. Minimal travel expenses will be paid by the CTEIG grant.

RECOMMENDATION: CJUSD Board of Trustees approves Larry Davenport to take 2 students on the FBLA trip along with another female advisor from Colusa High school and her students.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: May 6, 2022

To: CUSD Board of Trustees

From: Jerald Ferguson

Principal's Initials JF

Action Item X

Information Item

Attached Pages 1

SUBJECT: Algebra waiver

Center High School is requesting an algebra waiver for students with an IEP who qualify. List attached.

RECOMMENDATION: CUSD Board of Trustees approves an Algebra waiver for the students on the list attached.

CONSENT AGENDA



WE ARE FIERCE

We bravely take on challenges.

WE ARE PROUD

We find solutions and lead the way.

WE ARE UNITED

Our diverse community makes us strong.

Center High School

"Home of Scholars and Champions"

Center Court Lane Antelope, CA 95843

Office: (916) 338-6422

Fax: (916) 338-6370

Jerald Ferguson, Principal

www.chs.centerusd.org

To: CJUSD Board of Trustees
From: Jerald Ferguson, CHS Principal
Date: 5/16/22
Re: Algebra Waivers

Center High School is requesting a waiver of the graduation requirement of completing Algebra 1 or equivalent course for the students listed below (by student identification number) with an Individual Education Plan (IEP) and who qualify for a waiver.

42215
46571
45002
50259
46465
42299

Per California Education Code 56101,

A public agency, as defined in Section 56028.5, may request the board to grant a waiver of any provision of this code or regulations adopted pursuant to that provision if the waiver is necessary or beneficial to the content and implementation of the pupil's individualized education program and does not abrogate any right provided individuals with exceptional needs and their parents or guardians under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), or affect the compliance of a local educational agency with the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), and federal regulations relating thereto.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Facilities & Operations	Action Item <u>X</u>
To: Board of Trustees	Information Item <u> </u>
Date: May 18, 2022	# Attached Pages <u>4</u>
From: Richard Putnam-Director of Facilities	
Initials: <u>RP</u>	

SUBJECT: Approval of the Contract by and between BRCO Constructors Inc. and Center Joint Unified School District to provide construction services for the new Computer Technical and Construction Trades Buildings at Center High School.

Capital Program Management held an open public bid process for the CTE Project in which BRCO was the lowest bidder. BRCO Constructors, Inc., the architect of record, and CPM recommend approving the contract.

BRCO Constructors, Inc. will furnish all labor, materials, equipment, tools, utility and transportation services to perform and complete all work required with the CTE Project.

The Agreement with BRCO Constructors, Inc. that is attached provides the proposed scope, terms, and fees. Total cost is Four Million Nine Hundred Thirty-Eight Thousand Dollars. (\$4,938,000)

The proposed amount is an accurate representation of the costs anticipated to deliver the facilities contemplated by the architectural drawings.

Per the Construction Services Agreement, the project is to be completed with a contract time of Three Hundred Forty (340) days, from June 03, 2022.

RECOMMENDATION: The CJUSD Board of Trustees approve BRCO Constructors Inc. to provide construction services to build the CTE Technology and Construction Trades buildings at Center High School.

CONSENT AGENDA

AGREEMENT FORM

THIS AGREEMENT, entered into this 18th day of May 2022 in the County of Sacramento of the State of California, by and between the **Center Joint Unified School District**, hereinafter called the "District" or the "CJUSD", and **BRCO Constructors, Inc.** hereinafter called the "Contractor".

WITNESSETH that the District and the Contractor for the consideration stated herein agree as follows:

ARTICLE I - SCOPE OF WORK: The Contractor shall furnish all labor, materials, equipment, tools, and utility and transportation services, and perform and complete all work required in connection with the Project No. 21-01: **New Computer Tech & Construction Trades Buildings at Center High School** in strict accordance with the Contract Documents enumerated in Article 7 below. The Contractor shall be liable to the CJUSD for any damages arising as a result of a failure to comply with that obligation, and the Contractor shall not be excused with respect to any failure to so comply by an act or omission of the Architect, Engineer, Inspector, Division of the State Architect (DSA), or representative of any of them, unless such act or omission actually prevents the Contractor from fully complying with the Contract Documents and the Contractor protests, in accordance with the Contract Documents, that the act or omission is preventing the Contractor from fully complying with the Contract Documents. Such protest shall not be effective unless reduced to writing and filed with the CJUSD Facilities office within seven (7) days of the date of occurrence of such act or omission preventing the Contractor from fully complying with the Contract Documents.

ARTICLE 2 - TIME OF COMPLETION: The District may give notice to proceed within ninety (90) days of the award of the bid by the District. Once the Contractor has received a notice to proceed, the Contractor shall reach Substantial Completion (See Article 1.1.46) of the Work within three hundred forty (340) calendar days from receipt of the Notice to Proceed. This shall be called Contract Time. (See Article 8.1.1). It is expressly understood that time is of the essence.

Contractor has thoroughly studied the Project and has satisfied itself that the time period for this Project is adequate for the timely and proper completion of the Project within each milestone and within the Contract time. Further, Contractor has included in the analysis of the time required for this Project, items set forth in General Conditions Article 8.3.2.1, Submittal Schedules, Rain Day Float, and Governmental Delay Float.

In the event that the District desires to postpone giving the notice to proceed beyond this ninety (90) day period, it is expressly understood that with reasonable notice to the Contractor, giving the notice to proceed may be postponed by the District. It is further expressly understood by the Contractor, that the Contractor shall not be entitled to any claim of additional compensation as a result of the District's postponement of giving the notice to proceed.

If the Contractor believes that a postponement will cause hardship to it, the Contractor may terminate the Contract with written notice to the District within ten (10) days after receipt by the Contractor of the District's notice of postponement. It is further understood by the Contractor that in the event that the Contractor terminates the Contract as a result of postponement by the District, the District shall only be obligated to pay the Contractor for the work performed by the Contractor at the time of notification of postponement. Should the Contractor terminate the Contract as a result of a notice of postponement, the CJUSD shall have the authority to award the Contract to the next lowest responsible bidder.

ARTICLE 3 - LIQUIDATED DAMAGES: It being impracticable and infeasible to determine the amount of actual damage, it is agreed that the Contractor will pay the District the sum of **Five Hundred Dollars (\$500) per calendar day** for each and every day of delay beyond the Contract Time set forth in Article 2 of this Agreement as liquidated damages and not as a penalty or forfeiture. In the event Liquidated Damages are not paid, the Contractor further agrees that the District may deduct such amount thereof from any money due or that may become due the Contractor under the Contract (See Article 9.6 and 2.2 of the General Conditions).

ARTICLE 4 - CONTRACT PRICE: The District shall pay to the Contractor as full consideration for the faithful performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, the sum of FOUR MILLION NINE HUNDRED THIRTY EIGHT THOUSAND DOLLARS (\$4,938,000.00) said sum being the total amount stipulated in the Bid Contractor submitted. Payment shall be made as set forth in the General Conditions.

Should any Change Order result in an increase in the Contract Price, the cost of such Change Order shall be agreed to in advance by the Contractor and the District, subject to the monetary limitations set forth in Public Contract Code Section 20118.4. In the event that the Contractor proceeds with a Change in work without an agreement between the District and Contractor regarding the cost of a Change Order, the Contractor waives any Claim of additional compensation for such additional work.

ARTICLE 5 - HOLD HARMLESS AGREEMENT: Contractor shall defend, indemnify and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, breach or as otherwise required by this Article.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney's fees of any nature whatsoever, which may be incurred by reason of:

(a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Any dispute between Contractor and Contractor's subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Materialman of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

(d) Any claims, allegations, penalties, assessments, or liabilities to the extent caused by the Contractor's failure or the failure of any Subcontractor of any tier, to fully comply with the DIR registration requirements under Labor Code section 1725.5 at all times during the performance of any Work on the Project and shall reimburse the District for any penalties assessed against the District arising from any failure by the Contractor or any Subcontractor of any tier from complying with Labor Code sections 1725.5 and 1771.1. Nothing in this paragraph, however, shall require the Contractor or any Subcontractor to be liable to the District or indemnify the District for any penalties caused by the District in accordance with Labor Code section 1773.3 (g).

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on account of or founded upon any cause, damage, or injury identified herein Article 5 and shall pay or

satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

The Contractor's and Subcontractors' obligation to defend, indemnify and hold harmless the District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; (4) products installed in or used in connection with the Work; and (5) any claims of violation of the Americans with Disabilities Act ("ADA").

ARTICLE 6 - PROVISIONS REQUIRED BY LAW: Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein, and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

ARTICLE 7 - COMPONENT PARTS OF THE CONTRACT: The Contract entered into by this Agreement consists of the following Contract Documents, all of which are component parts of the Contract as if herein set out in full or attached hereto:

- Notice Inviting Bids
- Instructions to Bidders
- Designation of Subcontractors
- Non-Collusion Declaration
- Bid Guarantee Form
- Bid Bond
- Bid Form
- Contractor's Certificate Regarding Worker's Compensation
- Acknowledgement of Bidding Practices Regarding Indemnity
- DVBE Participation Statement and Close-Out Forms
- Agreement Form
- Payment Bond
- Performance Bond
- Guarantee
- Escrow Agreement for Security Deposit In Lieu of Retention
- Workers' Compensation/Employers Liability Endorsement
- Contractor's Certification Regarding Background Checks
- General Liability Endorsement
- Automobile Liability Endorsement
- Contractor's Certificate Regarding Drug-Free Workplace
- Contractor's Certificate Regarding Alcohol and Tobacco
- General Conditions
- Special Conditions
- General Requirements
- Exhibits
- All Addenda as Issued
- Drawings/Plans
- Substitution Request Form
- Requirements, Reports and/or Documents in the Project Manual or Other Documents Issued to Bidders

All of the above named Contract Documents are intended to be complementary. Work required by one of the above named Contract Documents and not by others shall be done as if required by all.

ARTICLE 8 - PREVAILING WAGES: Wage rates for this Project shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for

each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations. Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein.

1. Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.)
2. California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.)

ARTICLE 9 - RECORD AUDIT: In accordance with Government Code Section 8546.7 (and Davis Bacon, if applicable) and Article 13.11 of the General Conditions, records of both the District and the Contractor shall be subject to examination and audit for a period of five (5) years after a Final Retention Payment or the Recording of a Notice of Completion, whichever occurs first.

ARTICLE 10 - CONTRACTOR'S LICENSE: The Contractor must possess throughout the Project a Class B Contractor's License, issued by the State of California, which must be current and in good standing.

IN WITNESS WHEREOF, this Agreement has been duly executed by the above named parties, on the day and year first above written.

Center Joint Unified School District

CONTRACTOR: BRCO Constructors, Inc.

Typed or Printed Name

Matt Roth

Typed or Printed Name

Title

Vice President

Title

Signature

Signature

Dated: _____

Tod Burres

Type or Printed Name

Vice President

Title (Authorized Officers or Agents)

Signature

(CORPORATE SEAL)

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: May 18, 2022

To: CJUSD Board of Trustees

From: Lisa Coronado *lc*
Director of Fiscal Services

Action Item X

Information Item

Attached Pages 24

SUBJECT: T-Mobile Cell Tower Agreement

The current T-Mobile cell tower agreement expires September 16, 2022. This new agreement is for a five-year duration with the right to extend the agreement for three additional successive terms. Initial rent will be \$1,727.99/month with a 15% increase for each renewal term. Additionally, the licensee will pay the district \$5,000 for administrative fees within 30 days of the commencement date.

RECOMMENDATION: CJUSD Board of Trustees approve the T-Mobile agreement

CONFIDENTIAL

**AMENDED AND RESTATED
COMMUNICATIONS SITE LICENSE AGREEMENT**

THIS AMENDED AND RESTATED COMMUNICATIONS SITE LICENSE AGREEMENT ("License") dated as of 04/13/2022, 2022, ("Effective Date") is between T-MOBILE WEST LLC, a Delaware limited liability company, ("Licensee") whose address is T-Mobile USA, Inc., 12920 SE 38th Street, Bellevue, WA 98006 and CENTER UNIFIED SCHOOL DISTRICT, a public school district of the State of California ("District") whose address is 8408 Watt Avenue, Antelope, California 95834. (District and Licensee are hereinafter referred to collectively as "Parties.")

RECITALS

WHEREAS, on June 11, 2002, the District entered into a Communications Site License Agreement with Cingular Wireless LLC, a Delaware limited liability company, on behalf of Pacific Bell Wireless, LLC, a Nevada limited liability company, d/b/a Cingular Wireless, predecessor in interest to Licensee (the "Original License");

WHEREAS, the Original License expires on September 16, 2022;

WHEREAS, District and Licensee wish to enter into this Amended and Restated Communications Site License Agreement to extend the term of the Original License and modify certain terms as specified herein; and

WHEREAS, District and Licensee agree that the terms and provisions of the Original License are hereby amended and restated in their entirety as set forth in this License, and that Original License is hereby, from and after the Effective Date, superseded and replaced by this License and is of no further force or effect.

NOW THEREFORE, in consideration of the terms and conditions herein set forth, the Parties agree as follows.

1. **Premises.** District owns the real property described in Exhibit "A" commonly known as 3111 Center Court Lane, Antelope, CA (APN: 203-060-123) ("District's Property"). Subject to the following terms and conditions, District licenses to Licensee that portion of District's Property depicted in Exhibit "B" (the "Premises")

2. **Use.** The Premises may be used by Licensee for any lawful activity in connection with the provision of mobile/wireless communications services, including without limitation, the transmission and the reception of radio communication signals on various frequencies and the construction, maintenance and operation of related communications facilities. The specific improvements to be constructed, maintained and operated on the Premises by Licensee are set forth on Exhibit "B". District agrees to cooperate with Licensee, at no expense to District, in making application for and obtaining all licenses, permits and any and all other necessary approvals that may be required for Licensee's intended use of the Premises. Licensee shall

comply with all laws, ordinances, rules, and regulations applicable to the Premises, enacted or promulgated by any public or governmental authority or agency, including without limitation District, having jurisdiction over the Premises. The Parties expressly understand and agree that this License constitutes an exclusive license for use of the portion of the Premises legally described in Exhibit "B" as "Parcel A - Legal Description of Provider License Area." The Parties expressly understand and agree that the License constitutes a nonexclusive license for any associated utilities and ingress or egress to the Premises legally described in Exhibit "B" as "Parcel B - Legal Description of Provider License Area for Pole Structure," "Parcel C - License for Ingress and Egress to Parcel A" and "Parcel D - License for Ingress and Egress and Coaxial Cable from Parcel A to Parcel B," ("Nonexclusive Parcels"); and therefore, District and its designees have the right to utilize the Nonexclusive Parcels of the Premises and District's Property at any time.

3. **Conditions Precedent.** This License is conditioned upon Licensee, or Licensee's assigns, obtaining all governmental permits and approvals enabling Licensee, or its assigns, to construct and operate the specified mobile/wireless communications facilities on the Premises.

4. **Term.** The term of this License ("Term") shall be five (5) years commencing on the September 17, 2022 ("Commencement Date"). Licensee shall have the right to extend the Term of this License for three (3) additional, successive terms (each a "Renewal Term") of five (5) years each. The terms and conditions for each Renewal Term shall be the same terms and conditions of this License, except that the Rent shall be increased as set forth herein below. This License shall automatically be extended for each successive five (5) year Renewal Terms unless Licensee notifies District in writing of Licensee's intention not to extend this License at least-six (6) months, based on thirty (30) day months, prior to the expiration of the first five year Term or any Renewal Term. Under no circumstances will the License be automatically renewed where the Licensee is in default of any covenant, condition or term hereof by Licensee anytime during the year prior to the renewal of the License.

5. **Rent and Administrative Fee.** Upon the Commencement Date, Licensee shall pay District, as rent, the sum of ONE THOUSAND SEVEN HUNDRED TWENTY-SEVEN DOLLARS AND NINETY-NINE CENTS (\$1,727.99) ("Rent") per month. Rent shall be payable on the 1st day of each month, in advance, to District or District's payee specified in Paragraph 19, Miscellaneous. Upon the commencement of each Renewal Term, Rent shall be increased by District by fifteen percent (15%) of the Rent in effect for the Term or previous Renewal Term. If the Commencement Date is other than the first day of a calendar month, Licensee may pay on the first day of the Term the prorated Rent for the remainder of the calendar month in which the Term commences, and thereafter, Licensee shall pay a full month's Rent on the first day of each calendar month, except that payment shall be prorated for the final fractional month of this License, or if this License is terminated before the expiration of any month for which Rent should have been paid. If Rent payment is not received by the fifth day of the month, Licensee shall be deemed to be in material default of this License. Licensee shall pay a late payment fee of five percent (5%) of the Rent to District along with the Rent. Additionally, within thirty (30) business days of the Commencement Date, Licensee shall pay to District a non-refundable administrative fee of Five Thousand and No/100 Dollars (\$5,000.00) (the "Administrative Fee").

6. **Improvements: Access.**

(a) Licensee has the right to construct, maintain and operate on the Premises radio communications facilities, including but not limited to, radio frequency transmitting and receiving equipment, batteries, utility lines, transmission lines, radio frequency transmitting and receiving antennas and a monopole supporting structure and improvements ("Licensee's Facilities"). In connection therewith, Licensee has the right to do all work necessary to prepare, add, maintain and alter the Premises for Licensee's communications operations and to install utility lines and transmission lines connecting antennas to transmitters and receivers. Licensee's work, including any modifications to the Premises, shall not interfere with District's use and operation of District's Property, or the use of the Premises by any other pre-existing lessee or licensee of the Premises. All of Licensee's construction and installation work shall be performed at Licensee's sole cost and expense and in a good and workmanlike manner. Title to Licensee's Facilities and any equipment placed on the Premises by Licensee shall be held by Licensee. All of Licensee's Facilities shall remain the property of Licensee and are not fixtures. Licensee must remove all Licensee's Facilities, and all related improvements installed by Licensee, at its sole expense on or before the expiration or termination of this License.

(b) District shall provide access to Licensee, Licensee's employees, agents, contractors and subcontractors to the Premises twenty-four (24) hours a day, seven (7) days a week, at no charge to Licensee. District represents and warrants that it has full rights of ingress to and egress from the Premises, and hereby grants such rights to Licensee to the extent required to construct, maintain, install and operate Licensee's Facilities on the Premises. Licensee's exercise of such rights shall not cause undue inconvenience to District or other pre-existing lessees or licensees.

(c) District shall maintain all existing access roadways from the nearest public roadway to the Premises in a manner sufficient to allow access. District shall be responsible for maintaining and repairing such roadways, at its sole expense, except for any damage caused by Licensee's use of such roadways. If Licensee causes any such damage, it shall promptly repair same.

(d) Licensee shall have the right to install utilities, at Licensee's expense, and to improve the present utilities on or near the Premises (including, but not limited to the installation of emergency back-up power). Subject to District's approval of the location, which approval shall not be unreasonably withheld, Licensee shall have the right to place utilities on (or to bring utilities across) District's Property in order to service the Premises and Licensee's Facilities. Upon Licensee's request, District shall execute recordable easement(s) evidencing this right.

(e) Licensee shall fully and promptly pay for all utilities furnished to the Premises for the use, operation and maintenance of Licensee's Facilities.

(f) Upon the expiration, cancellation or termination of this License, Licensee shall surrender the Premises in good condition, less ordinary wear and tear and loss by casualty after Licensee has removed all improvements and other modifications to the Premises made by Licensee.

7. **Interference with Communications.** Licensee's Facilities shall not disturb the communications configurations, equipment and frequencies which exist on District's Property on the date of the Original Agreement ("Pre-existing Communications"), and Licensee's Facilities shall comply with all non-interference rules of the Federal Communications Commission ("FCC"). District shall not permit the use of or any activity upon any portion of District's Property in a way which interferes with the communications operations of Licensee described in Paragraph 2, above, subject to the provisions of this Paragraph.

8. **Taxes.** Licensee shall pay personal property taxes assessed against Licensee's Facilities and District shall pay when due, all real property taxes. All other taxes, fees and assessments attributable to the Premises and this License shall be paid by Licensee.

9. **Termination.** This License may be terminated without further liability on thirty (30) days prior written notice as follows: (i) by either party upon a default of any covenant, condition, or term hereof by the other party, which default is not cured within thirty (30) days of receipt of written notice of default, unless such default cannot reasonable be cured within such thirty (30) days and the defaulting party commences to cure within thirty (30) days and diligently pursues the cure until completed (ii) by Licensee for any reason or for no reason, provided Licensee delivers written notice of termination to District prior to the Commencement Date; or (iii) by Licensee if it does not obtain or maintain licenses, permits or other approvals necessary to the construction or operation of Licensee's Facilities; or (iv) by Licensee if Licensee is unable to occupy or utilize the Premises due to ruling or directive of the FCC or other governmental or regulatory agency, including, but not limited to, a take back of channels or change in frequencies; or (v) by Licensee if Licensee determines that the Premises are not appropriate for its operations for economic, environmental or technological reasons, including without limitation, signal strength or interference.

10. **Destruction of Premises.** If the Premises or District's Property is destroyed or damaged so as in Licensee's judgment to hinder its effective use of District's Property, Licensee may elect to terminate this License as of the date of the damage or destruction by so notifying District no more than thirty (30) days following the date of damage or destruction. In such event, all rights and obligations of the Parties which do not survive the termination of this License shall cease as of the date of the damage or destruction. Rent shall be prorated through the date of Licensee's surrender of the Premises, based upon the degree of hindrance of Licensee's use caused by such damage or destruction.

11. **Condemnation.** If a condemning authority takes all of District's Property, or a portion which in Licensee's opinion is sufficient to render the Premises unsuitable for Licensee's use, then this License shall terminate as of the date when possession is delivered to the condemning authority. In any condemnation proceeding each party shall be entitled to make a claim against the condemning authority for just compensation (which for Licensee shall include, the value of Licensee's Facilities, moving expenses, prepaid rent, business dislocation expenses, bonus value of the License and any other amounts recoverable under condemnation law). Sale of all or part of the Premises to a purchaser with the power of eminent domain in the face of the exercise of its power of eminent domain, shall be treated as a taking by a condemning authority.

12. **Insurance.**

(a) Licensee shall maintain the following insurance: (1) Commercial General Liability with limits of \$5,000,000.00 per occurrence, (2) Automobile Liability with a combined single limit of \$1,000,000.00 per accident, (3) Workers Compensation as required by law, and (4) Employer's Liability with limits of \$1,000,000.00 per occurrence.

(b) Each party to this License shall each maintain standard form property insurance ("All Risk" coverage) equal to at least ninety percent 90% of the replacement cost covering their respective improvements, or personal property. Licensee shall include District as an additional insured with respect to the above Commercial General Liability insurance. Licensee shall provide to District a certificate of insurance to the email address designated in writing by the District evidencing the coverage required by this paragraph within thirty (30) days of the Commencement Date. District shall have the right to self-insure with respect to any of the above insurance.

(c) All insurance required under this License shall be issued as a primary policy and contain an endorsement requiring thirty (30) days written notice from the insurance company to both Parties hereto before cancellation or change in coverage, scope or amount of any policy. District, its directors, officers, agents, employees and consultants, shall be included as additional named insureds.

13. **Assignment.** Licensee may assign this License for the Premises at any time without District's consent to (i) any of Licensee's partners or parent firms, (ii) any of Licensee's affiliates and subsidiaries; or, to any parties identified in (i) or (ii) in the following circumstances: (iii) in connection with the sale, exchange, or other transfer of Licensee's FCC authorization for the geographic area in which the Premises are located, or substantially all of Licensee's assets in the geographic area where the Premises are located; or, (iv) in connection with any financing, loan, security interest, pledge, or mortgage of Licensee's property (which security interest, pledge, mortgage, or other interest may not attach to the Premises, the Land, or any interest of District in the Premises or the Land). Any other assignment shall require District's prior written approval, which approval shall not be unreasonably withheld, delayed, or conditioned.

14. **Title and Quiet Enjoyment.**

(a) District warrants that it has full right, power, and authority to execute this License; District further warrants that Licensee shall have quiet enjoyment of the Premises during the Term of this License or any Renewal Term, provided that Licensee does not have any uncured defaults of its obligations hereunder.

(b) Licensee has the right to obtain a title report or commitment for a leasehold title policy from a title insurance company of its choice. If, in the opinion of Licensee, such title report shows any defects of title or any liens or encumbrances, which may adversely affect Licensee's use of the Premises, Licensee shall have the right to terminate this License immediately upon written notice to District.

15. **Repairs.** Licensee shall not be required to make any repairs to the Premises except for damages to the Premises caused by Licensee, its employees, agents, contractors or subcontractors and Licensee's obligation to return to the Premises to their original condition upon expiration or termination of the License for any reason.

16. **Environmental.** District represents that neither District's Property nor the Premises have been used for the generation, storage, treatment or disposal of Hazardous Materials (defined below), hazardous substances or hazardous wastes. In addition, District represents that no Hazardous Materials, hazardous substances, hazardous wastes, or underground storage tanks are located, to District's knowledge, on or near District's Property or the Premises. Notwithstanding any other provision of this License, Licensee relies upon the representations stated herein as a material inducement for entering into this License. Licensee represents and warrants that Licensee shall not bring on, use, generate, store, dispose, or emit on, under, above, or within the Premises in violation of any law or regulation, as may now or hereafter be in effect, and that Licensee's equipment to be used on the Premises during the term of the License does not contain or emit, any Hazardous Materials, hazardous substances or hazardous wastes. District and Licensee each agree to defend, indemnify, and hold harmless the other and the other's partners, affiliates, agents and employees against any and all losses, liabilities, claims and/or costs (including reasonable attorney's fees and costs) arising from any breach of any representation, warranty, or agreement contained in this paragraph. As used in this paragraph, "Hazardous Materials" shall mean petroleum or any petroleum product, or other fuels (including crude oil or any fraction or derivative thereof) MTBE, asbestos, pollutants, polychlorinated biphenyls (PCBs), or any substance known by the State of California to cause cancer and/or reproductive toxicity, and/or any substance, chemical or waste that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation. This paragraph shall survive the termination of this License.

17. **Indemnification.** Licensee shall be responsible for, and District shall not be answerable or accountable in any manner for any loss or expense by reason of any damage or injury to person or property, or both, arising out of the acts of Licensee, its agents, officers, employees, or invitees, or resulting from Licensee's activities on the Property or Premises or from any cause whatsoever arising out of or in connection with this License, except for any loss or expense for any damage or injury resulting from the gross negligence or willful misconduct of District or District's employees, agents, or contractors. Licensee shall indemnify and defend District, its directors, officers, agents, employees, and invitees against and will hold and save them and each of them harmless from any and all actions, claims, liens, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, association, entity, corporation, political subdivision, or other organization arising out of or in connection with Licensee's activities on the Property and Premises or this License, except for any actions, claims, liens, damages, penalties, obligations or liabilities resulting from the gross negligence or willful misconduct of District or District's employees, agents, or contractors. In connection therewith:

(i) **Actions Filed.** Licensee shall defend any action or actions filed in connection with any of said claims, liens, damages, penalties, obligations or liabilities, and will pay all costs and expenses, including attorneys' fees incurred in connection therewith;

(ii) Judgments Rendered. Licensee shall promptly pay any judgment rendered against Licensee or District covering such claims, liens, damages, penalties, obligations and liabilities arising out of or in connection with such use of and operations on the Property referred to herein and agrees to save and hold District harmless therefrom; and

(iii) Costs and Expenses: Attorneys' Fees. In the event District is made a party to any action or proceeding filed or prosecuted against Licensee for such damages or other claims arising out of the use of and operations on the Property referred to herein. Licensee agrees to pay District any and all costs and expenses incurred by them in such action or proceeding together with reasonable attorneys' fees.

The provisions of this Provision 18 shall survive the termination or expiration of this License.

18. RELOCATION RIGHT.

(a) If District is required to make any alteration to or development of District's Property by any other public agency, or by Order of any Court of competent jurisdiction, and District determines it necessary to relocate the Licensee's Facilities to comply therewith, District will have the right, subject to the following provisions of this Paragraph 18, and exercisable only after providing Licensee with not less than twelve (12) months' prior written notice, to relocate the Licensee's Facilities, or any part thereof, to an alternate location (the "Relocation Premises") on District's Property; provided, however, that:

(i) Licensee shall bear all costs associated with or arising out of such relocation (including costs associated with any required zoning approvals and other Governmental Approvals and costs for Tests of the Relocation Premises);

(ii) such relocation will be performed exclusively by Licensee or its agents;

(iii) such relocation will not unreasonably delay commencement of construction of any part of the improvements contemplated by the Parties;

(iv) District shall undertake all reasonable efforts, including, without limitation, exercising reasonable efforts to make available to District one or more areas in which Licensee may operate temporary communications facilities during the period of relocation, to avoid interruption of the communications service of Licensee on District's Property; and

(v) any such Relocation Premises will not materially impair, or materially and adversely alter, the quality of communications service provided by Licensee on and from District's Property. District will exercise its relocation right by delivering written notice pursuant to the terms of this License to Licensee. In the notice, District will identify the proposed Relocation Premises on District's property to which Licensee may relocate the Licensee's Facilities.

(b) Upon permanent relocation of the Premises pursuant to this Paragraph 18, the Parties shall execute an amendment to this License which redefines the Premises and which replaces the existing Exhibits A, B, and C with revised Exhibits.

(c) In addition to District's other rights under this Paragraph 18, at any time after the Effective Date, District shall have the right, if reasonably necessary to accommodate any development or alteration of District's Property, upon redevelopment of the Property, to relocate Licensee's Facilities to alternate space within the Property, if available; provided however, that such relocation shall (1) be at Licensee's sole cost and expense, (2) be performed by Licensee or its agents, (3) not result in any interruption of the communications service provided by Licensee on the Property, and (4) be performed in accordance with the requirements of this Paragraph 18, below. Upon relocation of Licensee's Facilities, the access and utility rights of way will be relocated as required, to operate and maintain Licensee's Facilities.

(d) District shall exercise its relocation right under this Paragraph 18 by (and only by) delivering written notice (the "Notice") to Licensee. In the Notice, District shall propose an alternate site within or on the Property to which Licensee may relocate Licensee's Facilities.

(e) Licensee shall have sixty (60) days from the date it receives the Notice to evaluate District's proposed relocation site, during which period Licensee shall have the right to conduct tests to determine the technological feasibility of the proposed relocation site. If Licensee fails to approve of such proposed relocation site in writing within the sixty (60) day period, Licensee shall be deemed to have disapproved such proposed relocation site. If Licensee disapproves such relocation site, then District may thereafter propose another relocation site by Notice to Licensee in the manner set forth above. Any relocation site which District and Licensee agree upon in writing shall be referred to as the "Relocation Site." Licensee shall have a period of not less than twelve (12) months after execution of a written agreement between the Parties concerning the location and dimensions of the Relocation Site to relocate Licensee's Facilities to the Relocation Site.

(f) In the event of relocation, Licensee shall remove its furniture, fixtures, equipment, and other property, and such furniture, fixtures, equipment, and other property that can be used to service the Relocation Premises and shall not substantially impair the normal use and enjoyment of the original Premises by Licensee or conflict with District's purpose(s) requiring the relocation of the Premises, and Licensee shall otherwise restore the original Premises to the condition existing on the Effective Date reasonable wear and tear, and damage caused by the elements excepted.

(g) If in Licensee's reasonable judgment no suitable Relocation Premises can be found, District may not exercise its relocation right described in this Paragraph 18 and District may not relocate or cause the relocation of the Licensee's Facilities; provided, however, that if District is exercising its relocation right described in this Paragraph 18 for District to comply with then-current applicable governmental laws, rules, statutes and regulations, and in Licensee's reasonable judgment no suitable Relocation Premises can be found, Licensee shall have the right to terminate this License upon written notice to District, without penalty or further obligation.

(h) Nothing in this Paragraph 18 shall in any way limit, impair, or in any other way affect the Parties' respective rights to terminate this License pursuant to the terms

of this License. Nothing in this Paragraph 18 shall in any way limit, impair, bar or in any other way affect District's right to offer relocation as an alternative to any termination of this License to which District may be entitled pursuant to the terms of this License. Except as otherwise provided in this Paragraph 18, all other terms and conditions of this License shall remain in full force and effect upon relocation of the Premises.

(i) Upon relocation of Licensee's Facilities to the Relocation Site, all references to the Premises herein shall be deemed to be references to the Relocation Site. District and Licensee agree that the Relocation Site (including the access and utility right of way) may be surveyed by a licensed surveyor at the sole cost of Licensee, and such survey will then replace Exhibit "B" and become a part hereof and will control or describe the Premises. Except as expressly provided, District and Licensee hereby agree that in no event will the relocation of Licensee's Facilities or any part thereof, under this Paragraph 18, affect, alter, modify, or otherwise change any of the terms or conditions of this License.

19. **Miscellaneous.**

(a) If any provision of the License is invalid or unenforceable with respect to any party, the remainder of this License or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected and each provision of this License shall be valid and enforceable to the fullest extent permitted by law.

(b) This License shall be binding on and inure to the benefit of the successors and permitted assignees of the respective Parties.

(c) Any notice or demand required to be given herein shall be made by certified or registered mail, return receipt requested, confirmed fax, or reliable overnight mail to the address of the respective Parties set forth below:

District: Center Unified School District
8408 Watt Avenue
Antelope, CA 95843
Attn: Lisa Coronado
Telephone: (916) 338-6400

District's Payee:

Center Unified School District
8408 Watt Avenue
Antelope, CA 95843

Licensee: T-Mobile USA, Inc.
12920 SE 38th Street
Bellevue, WA 98006
Attn: Lease Compliance/SC06985A

District or Licensee may from time to time designate any other address for this purpose by written notice to the other party.

(d) This License shall be governed under the laws of the State of California.

(e) The substantially prevailing party in any legal claim arising hereunder shall be entitled to its reasonable attorney's fees and court costs, including appeals, if any.

(f) Terms and conditions of this License which by their sense and context survive the termination, cancellation or expiration of this License will so survive.

(g) Upon request either party may require that a Memorandum of License be recorded in the form of Exhibit "C".

(h) The Recitals and Exhibits referenced herein are true and correct and are hereby incorporated by reference as if fully set out herein.

(i) This License constitutes the entire License and understanding between the Parties, and supersedes all offers, negotiations and other Licenses concerning the subject matter contained herein. There are no representations or understandings of any kind not set forth herein. Any amendments to this License must be in writing and executed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this License as of the date first above written.

CENTER UNIFIED SCHOOL DISTRICT,
a public school district of the state of California

By: _____

Name: Lisa Coronado

Title: Director of Fiscal Services

Date: _____

T-MOBILE WEST LLC,
a Delaware limited liability company

By: Brandon Griffiths

Name: Brandon Griffiths

Title: Sr. Manager, Technology Sourcing

Date: 4/12/2022



T-Mobile Legal
Approved
3/25/22

Katharina Omarsiek

TMO Signatory Level: L07/SL07

EXHIBIT "A"
DISTRICT'S PROPERTY

The Districts Property is commonly known as 3111 Center Court Lane, -Antelope, CA (APN: 203-060-123).

EXHIBIT "B"

PREMISES

Description of Premises – Page 1 of 3

All those portion(s) of the Northwest one quarter of the Southwest one quarter of Section 13, Township 10 North, Range 5 East, Mount Diablo Meridian, County of Sacramento, State of California, being more clearly described as follows:

Parcel A - Legal Description of Provider License Area

COMMENCING at the Southwest Corner of said Section 13, thence along the Westerly Line of Section 13, North 00°24'00" West, 3375.84 feet; thence leaving said Section Line, South 89°49'10" East, 194.14 feet, to the **POINT OF BEGINNING**, thence from said point along the following four (4) courses:

- (1) North 00°24'00" West, 21.24 feet;
- (2) thence South 89°49'10" East, 17.40 feet;
- (3) thence South 00°24'00" East, 21.24 feet;
- (4) thence North 89°49'10" West, 17.40 feet, to the **POINT OF BEGINNING**.

The described license consists of 370 square feet (0.008 acres) more or less.

Parcel B - Legal Description of Provider License Area for Pole Structure

COMMENCING at the Southwest Corner of said Section 13, thence along the Westerly Line of Section 13, North 00°24'00" West, 3385.56 feet; thence leaving said Section Line, South 89°49'10" East, 238.92 feet, to the **POINT OF BEGINNING**, thence from said point along the following four (4) courses:

- (1) North 00°24'00" West, 15.00 feet;
- (2) thence South 89°49'10" East, 15.00 feet;
- (3) thence South 00°24'00" East, 15.00 feet;
- (4) thence North 89°49'10" West, 15.00 feet, to the **POINT OF BEGINNING**.

The described license consists of 225 square feet (0.005 acres) more or less.

Parcel C – License for Ingress and Egress to Parcel A

COMMENCING at the Southwest Corner of said Section 13, thence along the Westerly Line of Section 13, North 00°24'00" West, 3371.28 feet; thence leaving said Section Line, South 89°49'10" East, 56.00 feet, to the **POINT OF BEGINNING** of a 15' wide easement for ingress and egress to Parcel A as herein described, the centerline of which bears the following three (3) courses:

- (1) South 89°49'10" East, 130.64 feet;
- (2) thence North 00°24'00" West, 10.49 feet;
- (3) thence South 89°49'10" East, 7.50 feet, to the **POINT OF ENDING**.

The described license consists of 2229 square feet (0.051 acres) more or less.

Parcel D – License for Ingress and Egress and Coaxial Cable from Parcel A to Parcel B

COMMENCING at the Southwest Corner of said Section 13, thence along the Westerly Line of Section 13, North 00°24'00" West, 3383.06 feet; thence leaving said Section Line, South 89°49'10" East, 211.54 feet, to the **POINT OF BEGINNING** of a 5' wide easement for ingress and egress and underground Coaxial Cable to and between Parcel A and B as herein described, the centerline of which bears the following two (2) courses:

- (1) South 89°49'10" East, 31.25 feet;
- (2) thence North 00°24'00" West, 2.50 feet, to the **POINT OF ENDING**.

The described license consists of 169 square feet (0.004 acres) more or less.

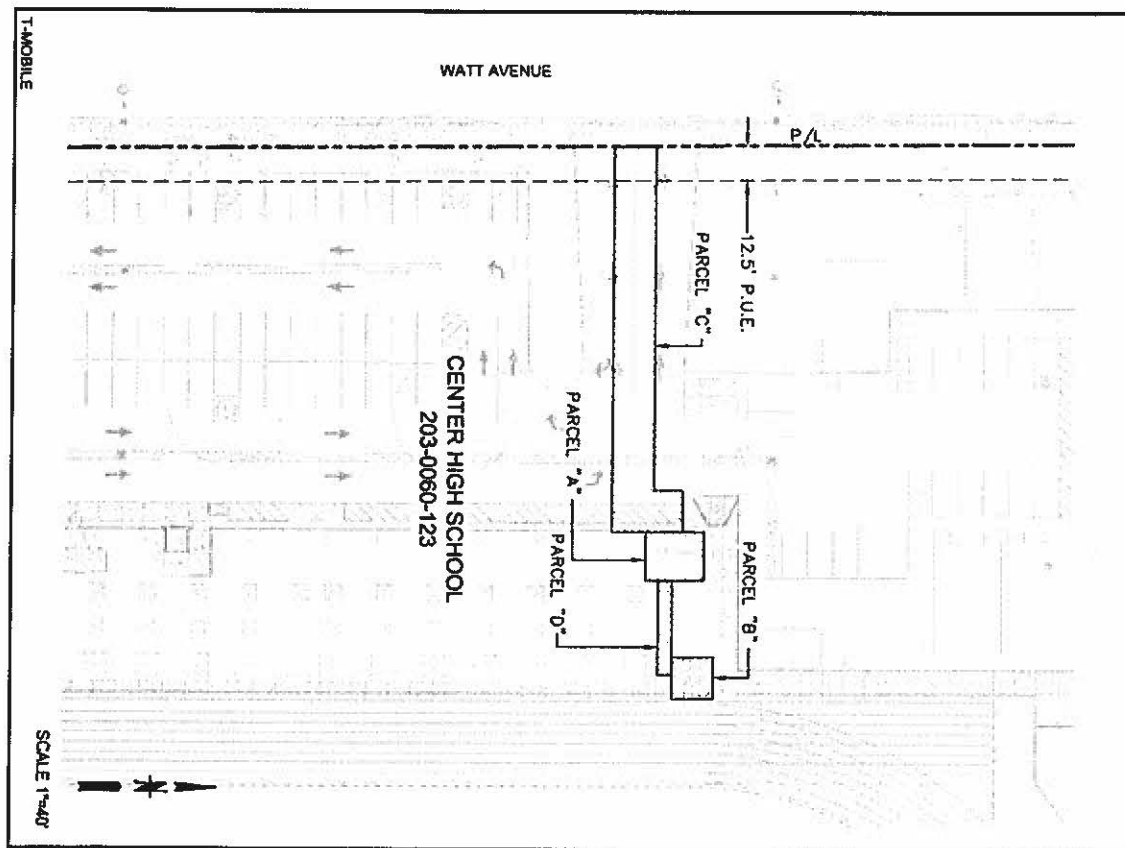


EXHIBIT "C"

RECORDING REQUESTED BY, AND WHEN RECORDED, RETURN TO:

Center Unified School District
8408 Watt Avenue
Antelope, CA 95843
Attention: Lisa Coronado

SPACE ABOVE THIS LINE FOR RECORDER'S USE

MEMORANDUM OF LICENSE

THIS MEMORANDUM OF LICENSE ("Memorandum") dated as of _____, 2022, is between CENTER UNIFIED SCHOOL DISTRICT ("District"), and T-MOBILE WEST LLC, a Delaware limited liability company ("Licensee").

RECITALS

WHEREAS, District and Licensee have executed that certain Amended and Restated Communications Site License Agreement ("License") dated as of _____, 2022, covering certain premises ("Premises") situated on certain real property located in the City of Antelope, County of Sacramento, State of California, and more particularly described in Exhibit "A" attached hereto and incorporated herein by this reference; and

WHEREAS, District and Licensee desire to record notice of the License in the Official Records of Sacramento County, California;

NOW, THEREFORE, in consideration of the foregoing, District and Licensee hereby declare as follows:

1. **Demise.** District grants Licensee use of the Premises (together with access rights), and Licensee hires the Premises from District, subject to the terms, covenants and conditions contained in the License.
2. **Expiration Date.** The term of the License ("Term") is scheduled to commence on September 17, 2022, and shall expire five (5) years thereafter, subject to Licensee's option to extend the Term pursuant to Section 4 of the License for three (3) additional terms of five (5) years each.
3. **License Controlling.** This Memorandum is solely for the purpose of giving constructive notice of the License. In the event of conflict between the terms of the License and this Memorandum, the terms of the License shall control.

(Signature Page Follows)

IN WITNESS WHEREOF, District and Licensee have executed this Memorandum of License as of the date and year first written above.

CENTER UNIFIED SCHOOL DISTRICT,
a public school district of the state of California

By: _____

Name: _____

Title: _____

T-MOBILE WEST LLC,
a Delaware limited liability company

By: _____

Name: _____

Title: _____

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Sacramento)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)

Summary Report	
Title	pdfDocs compareDocs Comparison Results
Date & Time	2/15/2022 1:51:18 PM
Comparison Time	3.56 seconds
compareDocs version	v4.3.600.4

Sources	
Original Document	[#26026514] [v3] Center USD - Clean - T-Mobile Communications Site License Agreement.docx
Modified Document	[#26026514] [v4] Center USD - v4 T-Mobile Communications Site License Agreement.docx

Comparison Statistics	
Insertions	22
Deletions	16
Changes	48
Moves	0
Font Changes	0
Paragraph Style Changes	0
Character Style Changes	0
TOTAL CHANGES	86

Word Rendering Set Markup Options	
Name	
Insertions	
Deletions	
Moves / Moves	
Font Changes	
Paragraph Style Changes	
Character Style Changes	
Inserted cells	
Deleted cells	
Merged cells	
Changed lines	Mark outside border.
Comments color	By Author.
Balloons	True

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after saving	General	Always
Report Type	Word	Formatting
Character Level	Word	False
Include Headers / Footers	Word	True
Include Footnotes / Endnotes	Word	True
Include List Numbers	Word	True
Include Tables	Word	True
Include Field Codes	Word	True
Include Moves	Word	True
Flatten Field Codes	Word	False
Show Track Changes Toolbar	Word	True
Show Reviewing Pane	Word	True
Update Automatic Links at Open	Word	[Yes / No]
Summary Report	Word	End
Detail Report	Word	Separate (View Only)
Document View	Word	Print

Remove Personal Information	Word	False
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Certificate Of Completion

Envelope Id: 23DA80BDD3A2418198C877CF5AA4ACB7

Subject: SC06985A_NEW LEASE_NLRP_97102_FLED_09/16/2022 (Both parties to Docusign)

Source Envelope:

Document Pages: 27

Signatures: 5

Certificate Pages: 6

Initials: 0

AutoNav: Enabled

EnvelopeId Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Sent

Envelope Originator:

Lease Processing

10590 W Ocean Air Drive

Suite 300

San Diego, CA 92130

leaseprocessing@md7.com

IP Address: 50.57.17.56

Record Tracking

Status: Original

3/28/2022 12:24:14 PM

Holder: Lease Processing

leaseprocessing@md7.com

Location: DocuSign

Signer Events

Steve English

William.English1@t-mobile.com

Manager

Security Level: Email, Account Authentication
(None)**Signature****Completed**

Signed by link sent to

William.English1@t-mobile.com

Using IP Address: 208.54.104.4

Timestamp

Sent: 3/28/2022 12:37:18 PM

Viewed: 4/1/2022 9:24:05 AM

Signed: 4/5/2022 9:56:49 AM

Electronic Record and Signature Disclosure:

Accepted: 4/4/2022 3:14:50 PM

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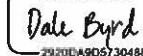
Dale Byrd

Dale.Byrd@t-mobile.com

Mgr Real Estate

Security Level: Email, Account Authentication
(None)

DocuSigned by:


2920DA9D5730488

Signature Adoption: Pre-selected Style

Signed by link sent to Dale.Byrd@t-mobile.com

Using IP Address: 208.54.104.5

Sent: 4/5/2022 9:56:54 AM

Viewed: 4/11/2022 9:00:28 AM

Signed: 4/11/2022 9:11:02 AM

Electronic Record and Signature Disclosure:

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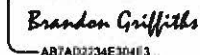
Brandon Griffiths

brandon.griffiths16@t-mobile.com

Sr.Manager, Technology Sourcing

Security Level: Email, Account Authentication
(None)

DocuSigned by:


AB7AD2234E304E3

Signature Adoption: Pre-selected Style

Signed by link sent to

brandon.griffiths16@t-mobile.com

Using IP Address: 208.54.104.5

Sent: 4/11/2022 9:11:06 AM

Viewed: 4/12/2022 12:41:21 PM

Signed: 4/12/2022 12:42:07 PM

Electronic Record and Signature Disclosure:

Accepted: 4/12/2022 12:41:21 PM

ID: 95a22d38-874a-4e13-84a1-55703fc20253

Lisa Coronado

coronado@centerusd.org

Director of Fiscal Services

Center Joint Unified School District

Security Level: Email, Account Authentication
(None)

Sent: 4/12/2022 12:42:12 PM

Viewed: 4/13/2022 8:25:58 AM

Signer Events	Signature	Timestamp
Electronic Record and Signature Disclosure: Accepted: 4/13/2022 8:25:58 AM ID: 5ecd406-1580-41d7-8a6a-10f2e4aef0ed		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events Eric Backsen ebacksen@md7.com Program Manager Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 4/6/2022 12:37:15 PM ID: a2900618-2bfb-4507-a9c4-62077d047ad2	<div>COPIED</div>	Timestamp Sent: 3/28/2022 12:37:16 PM
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Eric Backsen ebacksen@md7.com Program Manager Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 4/6/2022 12:37:15 PM ID: a2900618-2bfb-4507-a9c4-62077d047ad2	<div>COPIED</div>	Sent: 4/12/2022 12:42:12 PM Viewed: 4/12/2022 5:19:22 PM
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Lease File Request leasefilerequest@t-mobile.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events**Status****Timestamps**

Envelope Sent
Certified Delivered

Hashed/Encrypted
Security Checked

3/28/2022 12:37:16 PM
4/13/2022 8:25:58 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

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Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: May 18, 2022

Action Item X

To: CJUSD Board of Trustees

Information Item

From: Lisa Coronado *lc*
Director of Fiscal Services

Attached Pages 2

SUBJECT:

**Resolution #26/2021-22
Committed Fund Balance Designation**

Proposition 2, a 2014 measure, created a rainy-day fund for the state and a separate rainy-day fund for schools — the Public School System Stabilization Account (PSSSA). When deposits into the PSSSA exceed 3 percent of the K-12 share of Proposition 98, a school district reserve cap is triggered. For Center JUSD, the reserve cap is 10 percent. This 10 percent applies to combined assigned and unassigned general fund balances.

This resolution commits the funds in excess of 10 percent for specific district needs, expenditures that are required by CA Education Code, or expenditures that follow district past practice. The estimated amount to be committed is \$7,576,000. This amount will be finalized with the Unaudited Actuals.

RECOMMENDED ACTION: It is recommended that the Board of Trustees adopt Resolution #26/2021-22 committing the list of expenditures.

CONFIDENTIAL

CENTER JOINT UNIFIED SCHOOL DISTRICT

RESOLUTION #26/2021-22

RESOLUTION #26/2021-22 OF THE BOARD OF EDUCATION OF THE CENTER JOINT UNIFIED SCHOOL DISTRICT DESIGNATING CERTAIN GENERAL FUNDS AS COMMITTED FUND BALANCE

WHEREAS, the Governmental Standards Accounting Board (GASB) has issued Statement No. 54, establishing a hierarchy clarifying constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Center Joint Unified School District Board of Education (Board) has previously adopted Board Policy 3100 acknowledging its authority to commit, assign, or evaluate existing fund-balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the committed fund balance classification reflects amounts subject to specific internal constraints self-imposed by the Board; and

WHEREAS, once the committed fund-balance constraints are imposed, it requires the constraint to be revised, removed or redirected for other purposes by the Board in the same manner as the Board originally approved the commitment; and

WHEREAS, the Board has determined it has specific needs that it elects to fund with portions of its General Fund ending fund balance.

NOW, THEREFORE, BE IT RESOLVED, that the Center Joint Unified School District Board of Education, hereby commits to utilizing portions of its general fund ending balance, as indicated by the committed fund classification in its financial statements, for the following purposes:

Purpose	Justification	Estimated Amount
Carryover of unspent school site discretionary funds from 2021-22	District carryover policy	\$850,000
Carryover of unspent supplemental and concentration grants (Use \$2 million to maintain positions hired with one-time pandemic-related funds through 2023-2024)	Supplemental and concentration grant carryover calculations, Ed Code 42238.07	\$5,550,000

HVAC upgrades, fencing, and general maintenance	Needs determined by the Condition Assessment Tool North Country is the only school site not enclosed with fencing. The school community frequently raises concerns about safety.	\$2,000,000
	TOTAL COMMITTED FUNDS	\$8,400,000

BE IT FURTHER RESOLVED, that such funds cannot be used for any purposes other than directed above, unless the Board adopts a successor resolution to revise or remove the constraint, or otherwise redirect the funds for other purposes; and

BE IT FURTHER RESOLVED, that the district's Superintendent, or their designee, is hereby authorized and directed to finalize the amounts to be committed for the purposes directed above based on the unaudited actual financial report for fiscal year 2021-2022 no later than September 15, 2022.

Approved, passed and adopted by the Board of Education of the Center Joint Unified School District on the _____ day of _____, 2022:

AYES: _____

NOTES: _____

ABSETECTIONS: _____

President of the Governing Board of the
Center Joint Unified School District

Attested to:

Clerk of the Governing Board of the
Center Joint Unified School District

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Business Department

Date: 5/06/2022

Action Item

To: Board of Trustees

Information Item

From: Lisa Coronado

Attached Page 1

SUBJECT:

**APPROVAL OF CENTER JOINT UNIFIED SCHOOL DISTRICT
PAYROLL ORDERS**

**The Governing board is asked to approve the attached payroll
Orders for July 2021 through April 2022.**

**RECOMMENDATION: That the CJUSD Board of Trustees approve the
District Payroll Orders for July 2021 through April 2022.**

DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2022
--

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 975,774.16	\$ 127,153.72		\$ 1,102,927.88	657
AUG	\$ 2,953,044.05	\$ 936,652.22		\$ 3,889,696.27	785
SEPT	\$ 2,949,445.50	\$ 132,356.46		\$ 3,081,801.96	792
OCT	\$ 2,957,174.79	\$ 153,500.69		\$ 3,110,675.48	849
NOV	\$ 2,932,130.68	\$ 243,866.19		\$ 3,175,996.87	851
DEC	\$ 798,848.98	\$ 174,839.63		\$ 973,688.61	520
4-Jan	\$ 2,150,503.53			\$ 2,150,503.53	280
JAN	\$ 3,543,102.39	\$ 229,649.00		\$ 3,772,751.39	835
FEB	\$ 2,895,647.82	\$ 365,712.95		\$ 3,261,360.77	320
MARCH	\$ 2,918,795.11	\$ 310,873.73		\$ 3,229,668.84	855
APRIL	\$ 2,901,936.00	\$ 289,063.85		\$ 3,190,999.85	842
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	

\$ 27,976,403.01	\$ 2,963,668.44	\$ -	\$ 30,940,071.45	7586
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Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: April, 2022

To: Board of Trustees

From: Lisa Coronado

Action Item

Information Item

Attached Pages: 70

SUBJECT: Supplemental Agenda – Commercial Warrant Registers

April 7, 2022, \$564480.48, April 14, 2022, \$2,168,853.59

April 21, 2022 \$1,012,327.74, April 28, 2022, \$836,118.10

The commercial warrant payments to vendor's total

\$ 4,581,779.91

RECOMMENDATION: That the CJUSD Board of Trustees approve the Supplemental Agenda – Vendor Warrants as presented

Batch status: A All

From batch: 0062

To batch: 0062

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

BATCH: 0062 4/7/22 AP Run

<< Open >>

FUND : 01 GENERAL FUND

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL	FUNC RES DEP T9MPS		Liq Amt	Net Amount	

011802/00 A-Z BUS SALES INC.

80 PO-220067 04/07/2022 02P490476

1 01-0740-0-4300-112-0000-3600-022-203 NN P	135.16	135.16
TOTAL PAYMENT AMOUNT	135.16 *	135.16

021588/00 ACCESS LANGUAGE CONNECTION

830 PO-220788 04/07/2022 CENTER2022-03

1 01-6500-0-5800-102-5760-1180-019-000 NY P	5,520.00	5,520.00
TOTAL PAYMENT AMOUNT	5,520.00 *	5,520.00

022608/00 AGPARTS WORLDWID INC

2392 PO-222360 04/07/2022 009276

1 01-0000-0-4300-234-1110-1000-008-000 YN F	322.98	299.75
TOTAL PAYMENT AMOUNT	299.75 *	299.75
TOTAL USE TAX AMOUNT		23.23

010669/00 ALHAMBRA & SIERRA SPRINGS

59	PO-220053	04/07/2022	4780794033122
59	PO-220053	04/07/2022	4780794033122
130	PO-220119	04/07/2022	4782454033122
130	PO-220119	04/07/2022	4782454033122
1658	PO-221635	04/07/2022	4781839033122
1658	PO-221635	04/07/2022	4781839033122
2068	PO-222075	04/07/2022	4781257033122
2068	PO-222075	04/07/2022	4780794033122

1	01-0000-0-4300-110-0000-7200-004-000	NN	P	8.50	8.50
2	01-0000-0-5610-110-0000-7200-004-000	NN	P	20.94	20.94
1	01-8150-0-5610-106-0000-8110-023-000	NN	F	262.00	34.00
2	01-8150-0-4300-106-0000-8110-023-000	NN	F	61.04	187.24
1	01-0740-0-5610-475-3200-1000-015-000	NN	P	7.99	7.99
2	01-0740-0-4300-475-3200-2700-015-000	NN	P	61.36	61.36
1	01-0740-0-4300-112-0000-3600-022-203	NN	P	154.25	154.25
2	01-0740-0-5610-112-0000-3600-022-203	NN	P	7.99	7.99
TOTAL PAYMENT AMOUNT				482.27 *	482.27

011617/00 AMADOR STAGE LINES

2458 PO-222425 04/07/2022 16819

1 01-0740-0-5865-112-0000-3600-022-203 NN F	1,145.34	1,145.34
TOTAL PAYMENT AMOUNT	1,145.34 *	1,145.34

019362/00 AMAZON CAPITAL SERVICES INC

1862	PO-221833	04/07/2022	144J-CT3M-4X1C
1968	PO-221923	04/07/2022	1DTT-VQYL-3Q97
1968	PO-221923	04/07/2022	1JTH-4YJK-RY76
2244	PO-222207	04/07/2022	1VTD-JQTV-D1KL
2244	PO-222207	04/07/2022	17NP-M66Y-FXML
2244	PO-222207	04/07/2022	164X-NTLP-99L7
2256	PO-222216	04/07/2022	1D9W-6QGK-7FR1

1	01-6500-0-4300-102-5760-1110-019-000	NN	F	1,593.86	1,572.28
1	01-0000-0-4300-236-1110-1000-009-000	NN	M	0.00	-40.86
1	01-0000-0-4300-236-1110-1000-009-000	NN	F	40.86	40.86
1	01-0000-0-4300-238-1110-1000-010-000	NN	M	0.00	-1,352.82
1	01-0000-0-4300-238-1110-1000-010-000	NN	P	62.45	62.45
1	01-0000-0-4300-238-1110-1000-010-000	NN	F	1,343.12	1,343.12
1	01-6500-0-4300-102-5760-1110-019-000	NN	F	280.80	279.49

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt	Net Amount

019362 (CONTINUED)									
2400 PO-222363	04/07/2022	11KR-KFGX-6YFD	1	01-0000-0-4300-115-0000-7700-021-000	NN F			174.49	174.49
2408 PO-222369	04/07/2022	1J1T-M7JV-VRDM	1	01-3212-0-4300-371-1110-1000-012-736	NN F			759.54	756.01
TOTAL PAYMENT AMOUNT								2,835.02 *	2,835.02
013913/00 ASSIST TEAM LLC									
811 PO-220774	04/07/2022	INV#8	1	01-7422-0-5800-103-1110-1000-019-712	NY P			30,084.00	30,084.00
TOTAL PAYMENT AMOUNT								30,084.00 *	30,084.00
021883/00 AYMAN DAMEN MD									
2451 PO-222414	04/07/2022	INVOICE 3/28/22	1	01-6500-0-5800-102-5760-1180-019-000	NY F			2,500.00	2,500.00
TOTAL PAYMENT AMOUNT								2,500.00 *	2,500.00
019504/00 B & H PHOTO-VIDEO									
2300 PO-222256	04/07/2022	200374159	1	01-3212-0-4400-115-0000-7200-021-705	NN F			3,965.87	3,965.87
2379 PO-222357	04/07/2022	200494975	1	01-3010-0-4300-238-1110-1000-010-102	NN F			142.62	142.62
TOTAL PAYMENT AMOUNT								4,108.49 *	4,108.49
022347/00 BLAISDELLS BUSINESS PRODUCTS									
1683 PO-221659	04/07/2022	1674328-0	1	01-7220-0-4300-472-1110-1000-014-105	NN P			463.37	463.37
1683 PO-221659	04/07/2022	1674328-1	1	01-7220-0-4300-472-1110-1000-014-105	NN P			179.75	179.75
1683 PO-221659	04/07/2022	1674328-2	1	01-7220-0-4300-472-1110-1000-014-105	NN P			66.75	66.75
1683 PO-221659	04/07/2022	1674328-3	1	01-7220-0-4300-472-1110-1000-014-105	NN F			15.55	24.79
TOTAL PAYMENT AMOUNT								734.66 *	734.66
013988/00 BUTTES/CENTER STATE PIPE &									
1605 PO-221580	04/07/2022	S012425221.001	1	01-8150-0-4300-106-0000-8110-023-000	NN P			1,074.40	1,074.40
TOTAL PAYMENT AMOUNT								1,074.40 *	1,074.40
010340/00 CA DEPT OF JUSTICE									
2421 PO-222390	04/07/2022	565734	1	01-0000-0-5800-110-0000-7200-004-000	NN F			657.00	657.00
TOTAL PAYMENT AMOUNT								657.00 *	657.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP	T9MPS	Liq Amt	Net Amount

010575/00	CAPITOL CLUTCH & BRAKE INC.								
1039 PO-221010	04/07/2022	1712513	1	01-0740-0-4300-112-0000-3600-022-203	NN M			0.00	-96.98
1039 PO-221010	04/07/2022	1712471	1	01-0740-0-4300-112-0000-3600-022-203	NN P			732.70	732.70
TOTAL PAYMENT AMOUNT								635.72 *	635.72
020305/00	CDW GOVERNMENT INC.								
1951 PO-221932	04/07/2022	K041845	1	01-3212-0-4400-475-3300-1000-000-000	NN M			0.00	-693.55
1951 PO-221932	04/07/2022	V097588	1	01-3212-0-4400-475-3300-1000-000-000	NN F			827.00	827.00
1983 PO-221945	04/07/2022	T808662	1	01-0000-0-4300-234-1110-1000-008-000	NN F			56.70	56.70
TOTAL PAYMENT AMOUNT								190.15 *	190.15
015348/00	CLOUD, ASIA								
2464 PO-222427	04/07/2022	MILEAGE REIMBURSE	1	01-5630-0-5800-601-1421-1000-017-107	NN F			95.20	95.20
TOTAL PAYMENT AMOUNT								95.20 *	95.20
019029/00	DONAGHY, SAMANTHA DIANNE								
2529 PO-222452	04/07/2022	8	1	01-3010-0-5800-236-1110-1000-009-101	NY F			350.00	350.00
TOTAL PAYMENT AMOUNT								350.00 *	350.00
014125/00	DUSTY TROTTER								
1958 PO-222374	04/07/2022	JAN MILEAGE	1	01-5630-0-5800-601-1421-1000-017-107	NN F			28.00	28.00
2375 PO-222376	04/07/2022	FEB MILEAGE	1	01-5630-0-5800-601-1421-1000-017-107	NN F			30.00	30.00
2469 PO-222430	04/07/2022	MARCH MILEAGE	1	01-5630-0-5800-601-1421-1000-017-107	NN F			44.00	44.00
TOTAL PAYMENT AMOUNT								102.00 *	102.00
014222/00	E3 DIAGNOSTICS								
1918 PO-221972	04/07/2022	1517762	1	01-0740-0-5800-104-0000-3140-019-204	NN F			745.00	745.00
TOTAL PAYMENT AMOUNT								745.00 *	745.00
018277/00	EASTER SEALS SUPERIOR CA								
2139 PO-222096	04/07/2022	FEB 22	1	01-6500-0-5800-102-5760-1180-019-000	NN P			70.00	70.00
2139 PO-222096	04/07/2022	FEB 22	1	01-6500-0-5800-102-5760-1180-019-000	NN P			1,260.00	1,260.00
TOTAL PAYMENT AMOUNT								1,330.00 *	1,330.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

010336/00	ECOTECH PEST MANAGEMENT INC								
110	PO-220099	04/07/2022	57511	1	01-0000-0-5500-106-0000-8110-023-000	NN	P	712.00	712.00
TOTAL PAYMENT AMOUNT				712.00 *				712.00	
010592/00	EWING IRRIGATION PRODUCTS INC								
2435	PO-222402	04/07/2022	16340472	1	01-0000-0-4300-106-0000-8110-023-000	NN	F	6,519.43	6,519.43
TOTAL PAYMENT AMOUNT				6,519.43 *				6,519.43	
021764/00	FUTURE FORD OF SACRAMENTO								
2401	PO-222380	04/07/2022	522105	1	01-0740-0-4300-112-0000-3600-022-203	NN	F	240.42	240.42
2401	PO-222380	04/07/2022	522105	2	01-0740-0-4400-112-0000-3600-022-203	NN	F	2,357.02	2,357.03
TOTAL PAYMENT AMOUNT				2,597.45 *				2,597.45	
017618/00	GOPHER SPORT								
943	PO-220924	04/07/2022	IN126054	1	01-3212-0-4300-236-1110-1000-009-736	NN	F	2,172.84	2,172.84
943	PO-220924	04/07/2022	IN126054	2	01-3212-0-4400-236-1110-1000-009-736	NN	P	2,166.84	2,166.84
943	PO-220924	04/07/2022	IN153712	2	01-3212-0-4400-236-1110-1000-009-736	NN	F	312.54	312.56
TOTAL PAYMENT AMOUNT				4,652.24 *				4,652.24	
010191/00	GRAINGER								
142	PO-220130	04/07/2022	9256418436	1	01-8150-0-4300-106-0000-8110-023-000	NN	P	98.28	98.28
2030	PO-222035	04/07/2022	9260353827	1	01-0740-0-4300-112-0000-3600-022-203	NN	P	135.62	135.62
TOTAL PAYMENT AMOUNT				233.90 *				233.90	
018192/00	GREEN, KERI								
2443	PO-222408	04/07/2022	REIMBURSE	1	01-6500-0-4300-102-5001-2700-019-000	NN	F	54.54	54.54
TOTAL PAYMENT AMOUNT				54.54 *				54.54	
022619/00	H.B. RESTORATION INC								
2217	PO-222176	04/07/2022	APP#1 1/1/22-4/2/22	1	01-8150-0-5800-106-9525-8110-023-000	NN	P	52,630.00	52,630.00
TOTAL PAYMENT AMOUNT				52,630.00 *				52,630.00	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
015498/00	HARRIS WELDING							
144	PO-220132	04/07/2022	0001869957	1 01-8150-0-4300-106-0000-8110-023-000	N P	49.91		49.91
				TOTAL PAYMENT AMOUNT	49.91 *			49.91
010447/00	HAROLD FORD							
2480	PO-222435	04/07/2022	FOCB146309	1 01-8150-0-5600-106-0000-8110-023-000	N F	7,267.50		7,267.50
				TOTAL PAYMENT AMOUNT	7,267.50 *			7,267.50
016143/00	HASLAM, MICHELE							
2440	PO-222406	04/07/2022	REIMBURSE	1 01-3010-0-5200-236-1110-2700-009-103	NN F	340.81		340.81
				TOTAL PAYMENT AMOUNT	340.81 *			340.81
015636/00	HASTIE'S SAND AND GRAVEL CO							
122	PO-220110	04/07/2022	192230	1 01-0000-0-4300-106-0000-8110-023-000	NN P	417.54		417.54
				TOTAL PAYMENT AMOUNT	417.54 *			417.54
011219/00	HILLYARD SACRAMENTO							
379	PO-220354	04/07/2022	604677795	1 01-0000-0-4300-111-0000-8200-023-000	NN P	56.89		56.89
379	PO-220354	04/07/2022	700498551	1 01-0000-0-4300-111-0000-8200-023-000	NN P	978.82		978.82
2394	PO-222378	04/07/2022	604667777	1 01-0201-0-4300-111-0000-8200-023-000	NN P	13,727.31		13,727.31
2394	PO-222378	04/07/2022	604658853	1 01-0201-0-4300-111-0000-8200-023-000	NN F	8,215.02		8,215.02
				TOTAL PAYMENT AMOUNT	22,978.04 *			22,978.04
022658/00	HOURCAILLOU, GARY							
PV-220144	04/06/2022	3/31/22	PREMIUM	01-0000-0-9910-000-0000-0000-000-000	NN			176.13
				TOTAL PAYMENT AMOUNT	176.13 *			176.13
022437/00	HUMBLE TRANSLATIONS LLC							
2124	PO-222086	04/07/2022	22-0950	1 01-0740-0-5800-103-4760-1000-019-000	NY P	210.00		210.00
2124	PO-222086	04/07/2022	22-0951	1 01-0740-0-5800-103-4760-1000-019-000	NY P	210.00		210.00
				TOTAL PAYMENT AMOUNT	420.00 *			420.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
017603/00	HUNT, CAROL							
31 PO-220027	04/07/2022	MILEAGE FEB	1 01-0000-0-5210-101-0000-7150-002-000 NN P	11.64	11.64			
31 PO-220027	04/07/2022	MILEAGE MARCH	1 01-0000-0-5210-101-0000-7150-002-000 NN P	11.58	11.58			
2497 PO-222442	04/07/2022	REIMBURSE	1 01-0000-0-4300-101-0000-7150-002-000 NN F	6.62	6.62			
TOTAL PAYMENT AMOUNT				29.84 *	29.84			
010939/00	IML SECURITY SUPPLY							
2017 PO-221968	04/07/2022	3184869	1 01-8150-0-4300-106-0000-8110-023-000 NN P	430.84	430.84			
2017 PO-221968	04/07/2022	3187307	1 01-8150-0-4300-106-0000-8110-023-000 NN P	49.03	49.03			
TOTAL PAYMENT AMOUNT				479.87 *	479.87			
014693/00	INTECH MECHANICAL COMPANY LLC							
2450 PO-222413	04/07/2022	114990	1 01-3212-0-5600-106-9265-8200-023-720 NY F	700.00	700.00			
2450 PO-222413	04/07/2022	114990	2 01-3212-0-4300-106-9265-8200-023-720 NY F	432.14	432.14			
TOTAL PAYMENT AMOUNT				1,132.14 *	1,132.14			
021789/00	JABBERGYM INC							
831 PO-220789	04/07/2022	5850	1 01-6500-0-5800-102-5760-1180-019-000 NN F	60,414.60	60,414.60			
2356 PO-222323	04/07/2022	5850	1 01-6500-0-5800-102-5760-1180-019-000 NN P	9,111.65	9,111.65			
TOTAL PAYMENT AMOUNT				69,526.25 *	69,526.25			
022661/00	KIMBERLY TRICOMO							
2550 PO-222465	04/07/2022	REIMBURSE	1 01-3010-0-5200-236-1110-2700-009-103 NN F	1,289.95	1,289.95			
TOTAL PAYMENT AMOUNT				1,289.95 *	1,289.95			
010212/00	LAKESHORE LEARNING MATERIALS							
2388 PO-222372	04/07/2022	741827032522	1 01-3010-0-4300-371-5760-1110-012-102 NN F	55.47	55.47			
TOTAL PAYMENT AMOUNT				55.47 *	55.47			
021705/00	LUX BUS AMERICA CO							
2457 PO-222424	04/07/2022	51166	1 01-0740-0-5865-112-0000-3600-022-203 NN F	1,223.64	1,223.64			
TOTAL PAYMENT AMOUNT				1,223.64 *	1,223.64			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			

022230/00	MANAGED HEALTH NETWORK							
680 PO-220645	04/07/2022	PRM-070811	2 01-0000-0-5800-110-0000-7200-004-000 NN P	983.06	983.06			
TOTAL PAYMENT AMOUNT				983.06 *	983.06			
022406/00	MAXIM HEALTHCARE SERVICES INC							
2245 PO-222208	04/07/2022	E5264940262	1 01-7422-0-5800-102-5760-3120-019-725 NN P	30,813.67	30,813.67			
2245 PO-222208	04/07/2022	E5366010262	1 01-7422-0-5800-102-5760-3120-019-725 NN P	32,678.10	32,678.10			
2246 PO-222209	04/07/2022	E5264940262	1 01-6500-0-5800-102-5760-1191-019-000 NN P	5,000.00	5,000.00			
TOTAL PAYMENT AMOUNT				68,491.77 *	68,491.77			
019087/00	MCCARTY, MELADEE							
651 PO-220611	04/07/2022	MARCH2022	1 01-6500-0-5800-102-5760-1180-019-000 NY P	1,400.00	1,400.00			
TOTAL PAYMENT AMOUNT				1,400.00 *	1,400.00			
020602/00	MCGRAW HILL SCHOOL EDUCATION							
2341 PO-222318	04/07/2022	122453281001	1 01-0061-0-4100-103-1110-1000-000-101 NN F	29,338.22	29,338.22			
TOTAL PAYMENT AMOUNT				29,338.22 *	29,338.22			
021692/00	MONOPRICE INC							
710 PO-220658	04/07/2022	21923986	1 01-3212-0-4300-115-1110-1000-021-705 NN F	389.84	390.76			
1114 PO-221089	04/07/2022	22064884	1 01-0000-0-4300-115-0000-7700-021-000 NN F	327.27	327.27			
TOTAL PAYMENT AMOUNT				718.03 *	718.03			
015732/00	MULTI-HEALTH SYSTEMS INC.							
1170 PO-221142	04/07/2022	SIP00139139	1 01-6500-0-5800-102-5001-3120-019-000 NN F	709.80	658.75			
1574 PO-221544	04/07/2022	SIP00151234	1 01-6500-0-5800-102-5001-3120-019-000 NN F	818.90	760.00			
TOTAL PAYMENT AMOUNT				1,418.75 *	1,418.75			
017576/00	OFFICE DEPOT							
1801 PO-221777	04/07/2022	223135841001	1 01-0000-0-4300-472-1655-1000-014-000 NN F	219.08	193.36			
1801 PO-221777	04/07/2022	223135839001	2 01-6300-0-4300-472-1110-1000-014-000 NN F	64.33	29.94			
1912 PO-221879	04/07/2022	225981088001	1 01-3010-0-4300-236-1110-1000-009-102 NN P	92.64	92.64			
1912 PO-221879	04/07/2022	225981088002	1 01-3010-0-4300-236-1110-1000-009-102 NN P	7.40	7.40			
1912 PO-221879	04/07/2022	225981090001	1 01-3010-0-4300-236-1110-1000-009-102 NN F	37.93	41.35			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC	RES DEP	T9MPS

017576 (CONTINUED)

2129	PO-222089	04/07/2022	228946042001	1	01-6500-0-4300-102-5001-2700-019-000	NN	P	7.63	7.63
2129	PO-222089	04/07/2022	230026736001	1	01-6500-0-4300-102-5001-2700-019-000	NN	P	63.98	63.98
2129	PO-222089	04/07/2022	230026735002	1	01-6500-0-4300-102-5001-2700-019-000	NN	P	224.63	224.63
2129	PO-222089	04/07/2022	230026735001	1	01-6500-0-4300-102-5001-2700-019-000	NN	P	348.43	348.43
2129	PO-222089	04/07/2022	230026735003	1	01-6500-0-4300-102-5001-2700-019-000	NN	P	159.86	159.86
2306	PO-222274	04/07/2022	231170623001	1	01-0000-0-4300-234-1110-1000-008-000	NN	P	153.41	153.41
2306	PO-222274	04/07/2022	231170631001	1	01-0000-0-4300-234-1110-1000-008-000	NN	F	8.13	8.12
2327	PO-222284	04/07/2022	233594029001	1	01-0000-0-4300-115-0000-7700-021-000	NN	P	204.00	204.00
2327	PO-222284	04/07/2022	233594030001	1	01-0000-0-4300-115-0000-7700-021-000	NN	P	193.94	193.94
2327	PO-222284	04/07/2022	233594028001	1	01-0000-0-4300-115-0000-7700-021-000	NN	P	741.15	741.16
TOTAL PAYMENT AMOUNT								2,469.85 *	2,469.85

019252/00 PEARSON EDUCATION INC.

2252	PO-222227	04/07/2022	17821979	1	01-6500-0-5800-102-5760-1191-019-000	NN	F	1,680.25	1,680.25
TOTAL PAYMENT AMOUNT								1,680.25 *	1,680.25

014069/00 PLATT ELECTRIC SUPPLY INC

1643	PO-221611	04/07/2022	UC89508	1	01-8150-0-4300-106-0000-8110-023-000	NN	M	0.00	-147.24
1643	PO-221611	04/07/2022	2N94907	1	01-8150-0-4300-106-0000-8110-023-000	NN	P	1,253.95	1,253.95
1643	PO-221611	04/07/2022	Y517856	1	01-8150-0-4300-106-0000-8110-023-000	NN	P	146.53	146.53
TOTAL PAYMENT AMOUNT								1,253.24 *	1,253.24

021401/00 PRACTI-CAL INC

2092	PO-222050	04/07/2022	346258	1	01-5640-0-5800-102-0000-2700-019-000	NN	P	129.30	129.30
2092	PO-222050	04/07/2022	346269	1	01-5640-0-5800-102-0000-2700-019-000	NN	P	268.58	268.58
2092	PO-222050	04/07/2022	346281	1	01-5640-0-5800-102-0000-2700-019-000	NN	P	92.31	92.31
TOTAL PAYMENT AMOUNT								490.19 *	490.19

016973/00 PROJECT LEAD THE WAY, INC

601	PO-220582	04/07/2022	324905	1	01-6300-0-4300-371-1110-1000-012-105	NN	P	482.63	482.63
TOTAL PAYMENT AMOUNT								482.63 *	482.63

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

021194/00	PRUDENTIAL OVERALL SUPPLY INC								
99	PO-220091	04/07/2022	180410092	1	01-0740-0-5800-112-0000-3600-022-203	NN	P	53.94	53.94
99	PO-220091	04/07/2022	180412835	1	01-0740-0-5800-112-0000-3600-022-203	NN	P	55.20	55.20
TOTAL PAYMENT AMOUNT								109.14 *	109.14
016341/00	R & S OVERHEAD DOORS & GATES								
2459	PO-222416	04/07/2022	139389	1	01-8150-0-5800-106-0000-8110-023-000	NN	F	348.75	348.75
TOTAL PAYMENT AMOUNT								348.75 *	348.75
010369/00	RAMOS OIL CO INC								
2406	PO-222381	04/07/2022	36105	1	01-0740-0-4340-112-0000-3600-022-203	NN	F	32,761.65	32,761.65
TOTAL PAYMENT AMOUNT								32,761.65 *	32,761.65
014870/00	SACRAMENTO COUNTY OFFICE OF								
558	PO-220718	04/07/2022	221605	1	01-4035-0-5200-103-1110-1000-019-000	NN	F	4,800.00	4,800.00
TOTAL PAYMENT AMOUNT								4,800.00 *	4,800.00
018385/00	SCHOOL NURSE SUPPLY INC.								
2398	PO-222361	04/07/2022	0885495-IN	1	01-0740-0-4300-104-0000-3140-019-204	NN	F	301.70	301.81
TOTAL PAYMENT AMOUNT								301.81 *	301.81
010373/00	SCHOOLS INSURANCE AUTHORITY								
184	PO-220170	04/07/2022	2021 UST-BZ.07	1	01-0740-0-5800-112-0000-3600-022-203	NN	P	85.00	85.00
TOTAL PAYMENT AMOUNT								85.00 *	85.00
011500/00	SCHOOLS INSURANCE AUTHORITY								
PV-220142	04/06/2022	APRIL PREMIUM		01-0000-0-9552-000-0000-0000-000-000	NN				47,574.51
PV-220142	04/06/2022	APRIL PREMIUM		01-0000-0-9511-000-0000-0000-000-000	NN				12,681.48
TOTAL PAYMENT AMOUNT								60,255.99 *	60,255.99

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt	Net Amount

017106/00 SCHOOLS INSURANCE AUTHORITY

PV-220143 04/06/2022 APRIL PREMIUM

01-0000-0-9511-000-0000-0000-000-000	NN							
TOTAL PAYMENT AMOUNT								2,494.44

2,494.44
2,494.44

017106/02 SCHOOLS INSURANCE AUTHORITY

PV-220141 04/06/2022 APRIL PREMIUM

01-0000-0-9552-000-0000-0000-000-000	NN							
TOTAL PAYMENT AMOUNT								5,321.54

5,321.54
5,321.54

018275/00 SCOGGINS, LAROYA

2465 PO-222428 04/07/2022 MILEAGE REIMBURSE

1 01-5630-0-5800-601-1421-1000-017-107	NN F							
TOTAL PAYMENT AMOUNT								246.24

246.24
246.24

016043/00 SHELTONS UNLIMITED MECHANICAL

2412 PO-222382 04/07/2022 22-25591

1 01-3212-0-5600-106-9265-8200-023-720 NN F

820.00
820.00

2412 PO-222382 04/07/2022 22-25591

2 01-3212-0-4300-106-9265-8200-023-720 NN F

3,097.81
3,097.81

2414 PO-222384 04/07/2022 22-25524

1 01-3212-0-5600-106-9265-8200-023-720 NN F

287.00
287.00

2414 PO-222384 04/07/2022 22-25524

2 01-3212-0-4300-106-9265-8200-023-720 NN F

515.03
515.03

2422 PO-222391 04/07/2022 22-30022

1 01-3212-0-5600-106-9265-8200-023-720 NN F

164.00
164.00

2422 PO-222391 04/07/2022 22-30022

2 01-3212-0-4300-106-9265-8200-023-720 NN F

268.93
268.93

2543 PO-222460 04/07/2022 22-30042

1 01-3212-0-5600-106-9265-8200-023-720 NN F

540.00
540.00

2543 PO-222460 04/07/2022 22-30042

2 01-3212-0-4300-106-9265-8200-023-720 NN F

651.45
651.45

2546 PO-222462 04/07/2022 22-30056

1 01-3212-0-5600-106-9265-8200-023-720 NN F

900.00
900.00

2547 PO-222463 04/07/2022 22-30057

1 01-3212-0-5600-106-9265-8200-023-720 NN F

900.00
900.00

2549 PO-222464 04/07/2022 22-30040

1 01-3212-0-5600-106-9265-8200-023-720 NN F

82.00
82.00

2549 PO-222464 04/07/2022 22-30040

2 01-3212-0-4300-106-9265-8200-023-720 NN F

26.94
26.94

TOTAL PAYMENT AMOUNT 8,253.16 *

8,253.16

019683/00 SIERRA FOOTHILLS ACADEMY

832 PO-220790 04/07/2022 11713

2 01-6500-0-5800-102-5760-1180-019-000 NN P

2,562.50
2,562.50

832 PO-220790 04/07/2022 11744

2 01-6500-0-5800-102-5760-1180-019-000 NN P

184.54
184.54

832 PO-220790 04/07/2022 11728

2 01-6500-0-5800-102-5760-1180-019-000 NN P

220.84
220.84

832 PO-220790 04/07/2022 11696

2 01-6500-0-5800-102-5760-1180-019-000 NN P

3,375.54
3,375.54

TOTAL PAYMENT AMOUNT 6,343.42 *

6,343.42

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
010263/00	SMUD							
133 PO-220122	04/07/2022	7000000347	1 01-0000-0-5510-106-0000-8110-023-000 NN P	47,176.21	47,176.21			
			TOTAL PAYMENT AMOUNT	47,176.21 *				
020252/00	STAPLES BUSINESS CREDIT							
1772 PO-221748	04/07/2022	191228533-1-1	1 01-0000-0-4300-234-1110-1000-008-000 NN M	0.00	-62.76			
1772 PO-221748	04/07/2022	197327326-0-2	1 01-0000-0-4300-234-1110-1000-008-000 NN P	165.48	165.48			
1772 PO-221748	04/07/2022	197327326-0-5	1 01-0000-0-4300-234-1110-1000-008-000 NN P	122.88	122.88			
1772 PO-221748	04/07/2022	197327326-0-6	1 01-0000-0-4300-234-1110-1000-008-000 NN F	97.56	29.92			
			TOTAL PAYMENT AMOUNT	255.52 *	255.52			
020527/00	STOLFUS, LAUREL							
2473 PO-222431	04/07/2022	REIMB/INV SC-527210	1 01-4203-0-5800-103-4760-1000-019-103 NN F	58.00	58.00			
			TOTAL PAYMENT AMOUNT	58.00 *	58.00			
015259/00	SUNBELT RENTALS INC							
2446 PO-222409	04/07/2022	123661022	1 01-0000-0-5610-106-0000-8110-023-000 NN F	360.00	360.00			
2446 PO-222409	04/07/2022	123661022	2 01-0000-0-4300-106-0000-8110-023-000 NN F	49.70	49.70			
			TOTAL PAYMENT AMOUNT	409.70 *	409.70			
016487/00	SUZANNE HAYES							
2530 PO-222453	04/07/2022	6	1 01-3010-0-5800-236-1110-1000-009-101 NY F	450.00	450.00			
			TOTAL PAYMENT AMOUNT	450.00 *	450.00			
022064/00	T-MOBILE							
569 PO-220532	04/07/2022	970563729	1 01-3212-0-5940-115-1110-1000-021-705 NN P	352.80	352.80			
			TOTAL PAYMENT AMOUNT	352.80 *	352.80			
017419/00	TEAM ONE NETWORKING INC							
2455 PO-222415	04/07/2022	19997	1 01-0000-0-4300-106-0000-8200-023-000 NN F	1,394.90	1,394.90			
			TOTAL PAYMENT AMOUNT	1,394.90 *	1,394.90			

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1 01-6500-0-5800-102-5760-1110-019-000 NY P	8,616.00	8,616.00
TOTAL PAYMENT AMOUNT	8,616.00 *	8,616.00

1 01-0000-0-5200-110-0000-7200-004-000 NN F	997.48	997.48
TOTAL PAYMENT AMOUNT	997.48 *	997.48

1 01-6500-0-5210-102-5760-1191-019-000 NN P	5.62	5.62
TOTAL PAYMENT AMOUNT	5.62 *	5.62

1 01-5630-0-5800-601-1421-1000-017-107 NN F	230.40	230.40
TOTAL PAYMENT AMOUNT	230.40 *	230.40

1 01-3010-0-5800-238-1110-1000-010-102 NN F	1,350.00	1,350.00
TOTAL PAYMENT AMOUNT	1,350.00 *	1,350.00

TOTAL FUND	PAYMENT	517,154.57 **	517,154.57
TOTAL USE TAX AMOUNT			23.23

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP	T9MPS	Liq Amt	Net Amount

022586/00	D&P Creamery								
20	PO-220017	04/07/2022	0050135	1	13-5310-0-4700-108-0000-3700-020-000	NN P		2,170.34	2,170.34
20	PO-220017	04/07/2022	0050130	1	13-5310-0-4700-108-0000-3700-020-000	NN P		2,247.99	2,247.99
20	PO-220017	04/07/2022	0050125	1	13-5310-0-4700-108-0000-3700-020-000	NN P		3,728.31	3,728.31
20	PO-220017	04/07/2022	0050120	1	13-5310-0-4700-108-0000-3700-020-000	NN P		2,263.30	2,688.07
20	PO-220017	04/07/2022	0050105	1	13-5310-0-4700-108-0000-3700-020-000	NN P		0.00	3,153.10
20	PO-220017	04/07/2022	0050110	1	13-5310-0-4700-108-0000-3700-020-000	NN F		0.00	2,900.12
TOTAL PAYMENT AMOUNT					16,887.93	*			16,887.93
011602/00	DANIELSEN CO., THE								
1721	PO-221739	04/07/2022	274778	1	13-5310-0-4700-108-0000-3700-020-000	N P		2,999.95	2,999.95
1721	PO-221739	04/07/2022	274778	2	13-5310-0-4300-108-0000-3700-020-000	N P		8.00	8.00
TOTAL PAYMENT AMOUNT					3,007.95	*			3,007.95
022643/00	HALVERSON CANDACE								
2425	PO-222393	04/07/2022	REFUND	1	13-5310-0-8634-000-0000-0000-000-000	NN F		198.50	198.50
TOTAL PAYMENT AMOUNT					198.50	*			198.50
016279/00	P&R PAPER SUPPLY								
34	PO-220030	04/07/2022	60025631-00	1	13-5310-0-4300-108-0000-3700-020-000	NN M		0.00	-356.15
34	PO-220030	04/07/2022	60027198-00	1	13-5310-0-4300-108-0000-3700-020-000	NN M		0.00	-29.42
34	PO-220030	04/07/2022	60025575-00	1	13-5310-0-4300-108-0000-3700-020-000	NN P		1,153.10	1,153.10
TOTAL PAYMENT AMOUNT					767.53	*			767.53
019993/00	PROPACIFIC FRESH								
19	PO-220016	04/07/2022	61323/296280	1	13-5310-0-4700-108-0000-3700-020-000	NN M		0.00	-2,440.16
19	PO-220016	04/07/2022	61883	1	13-5310-0-4700-108-0000-3700-020-000	NN P		1,544.77	1,544.77
19	PO-220016	04/07/2022	61188	1	13-5310-0-4700-108-0000-3700-020-000	NN P		2,969.74	2,969.74
19	PO-220016	04/07/2022	60507	1	13-5310-0-4700-108-0000-3700-020-000	NN P		2,420.00	2,420.00
19	PO-220016	04/07/2022	62230	1	13-5310-0-4700-108-0000-3700-020-000	NN P		2,838.78	2,838.78
19	PO-220016	04/07/2022	61169	1	13-5310-0-4700-108-0000-3700-020-000	NN P		2,234.96	2,234.96
19	PO-220016	04/07/2022	60270	1	13-5310-0-4700-108-0000-3700-020-000	NN P		8,750.10	8,750.10
TOTAL PAYMENT AMOUNT					18,318.19	*			18,318.19

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS	Liq Amt	Net	Amount
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
22 PO-220019	04/07/2022	180414510	1	13-5310-0-5800-108-0000-3700-020-000	NN P	77.75	77.75	
22 PO-220019	04/07/2022	180414999	1	13-5310-0-5800-108-0000-3700-020-000	NN P	77.75	77.75	
22 PO-220019	04/07/2022	180411197	1	13-5310-0-5800-108-0000-3700-020-000	NN P	77.75	77.75	
TOTAL PAYMENT AMOUNT						233.25 *	233.25	
016043/00	SHELTONS UNLIMITED MECHANICAL							
23 PO-220020	04/07/2022	22-03NUTRI	1	13-5310-0-5600-108-0000-3700-020-000	NN P	2,040.00	2,040.00	
23 PO-220020	04/07/2022	22-30033	1	13-5310-0-5600-108-0000-3700-020-000	NN P	529.60	529.60	
23 PO-220020	04/07/2022	22-30052	1	13-5310-0-5600-108-0000-3700-020-000	NN P	2,040.00	2,040.00	
TOTAL PAYMENT AMOUNT						4,609.60 *	4,609.60	
011422/00	SYSCO OF SAN FRANCISCO							
1510 PO-221477	04/07/2022	331648589	1	13-5310-0-4700-108-0000-3700-020-000	NN P	1,498.06	1,498.06	
1510 PO-221477	04/07/2022	331648589	2	13-5310-0-4300-108-0000-3700-020-000	NN P	438.59	438.59	
1510 PO-221477	04/07/2022	331638452	1	13-5310-0-4700-108-0000-3700-020-000	NN P	1,278.36	1,278.36	
1510 PO-221477	04/07/2022	331638452	2	13-5310-0-4300-108-0000-3700-020-000	NN P	87.95	87.95	
TOTAL PAYMENT AMOUNT						3,302.96 *	3,302.96	
TOTAL FUND PAYMENT						47,325.91 **	47,325.91	
TOTAL BATCH PAYMENT						564,480.48 ***	564,480.48	
TOTAL USE TAX AMOUNT						0.00	23.23	
TOTAL DISTRICT PAYMENT						564,480.48 ****	564,480.48	
TOTAL USE TAX AMOUNT						0.00	23.23	
TOTAL FOR ALL DISTRICTS:						564,480.48 ****	564,480.48	
TOTAL USE TAX AMOUNT						0.00	23.23	
Number of checks to be printed:						83, not counting voids due to stub overflows.	564,480.48	

Batch status: A All

From batch: 0064

To batch: 0064

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

ACCOUNTS PAYABLE PRELIST
BATCH: 0064 4/14/22 AP RUN
FUND : 01 GENERAL FUND

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

010669/00		ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579							
127 PO-220115	04/14/2022	27045224780818	1	01-0000-0-4300-105-0000-7200-005-000	NN	P		69.89	69.89
127 PO-220115	04/14/2022	27045224780818	2	01-0000-0-5610-105-0000-7200-005-000	NN	P		6.99	6.99
TOTAL PAYMENT AMOUNT				76.88	*				76.88
013985/00		ALL DIESEL ELECTRIC INC. P.O. BOX 1763 WEST SACRAMENTO, CA 95691							
2629 PO-222599	04/14/2022	14858	1	01-0740-0-4300-112-0000-3600-022-203	NN	F		269.38	269.38
TOTAL PAYMENT AMOUNT				269.38	*				269.38
019533/00		ALL PRO BACKFLOW INC P.O. BOX 2193 FOLSOM, CA 95763							
2700 PO-222643	04/14/2022	#22-712	1	01-8150-0-5800-106-0000-8110-023-000	NN	F		4,022.77	4,022.77
TOTAL PAYMENT AMOUNT				4,022.77	*				4,022.77
021763/00		ALL STAR RENTS 2525 CLAY BANK RD. FAIRFIELD, CA 94533							
1125 PO-221102	04/14/2022	1091152-10	2	01-8150-0-4300-106-0000-8110-023-000	NN	P		49.55	49.55
TOTAL PAYMENT AMOUNT				49.55	*				49.55
020082/00		ALLRED, MARIE 6801 WHYTE AVENUE CITRUS HEIGHTS, CA 95621							
2662 PO-222617	04/14/2022	REIMBURSE	1	01-3010-0-5800-371-1110-1000-012-102	NN	F		119.85	119.85
TOTAL PAYMENT AMOUNT				119.85	*				119.85

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount				

019362/00	AMAZON CAPITAL SERVICES INC								
	P.O. BOX 035184								
	SEATTLE, WA 98124-5184								
2381	PO-222371	04/14/2022	1NJJ-HMKH-1K4J	1	01-0000-0-4300-371-1110-1000-012-000	NN	P	151.88	151.88
2381	PO-222371	04/14/2022	1WX4-FC79-K3YP	1	01-0000-0-4300-371-1110-1000-012-000	NN	F	74.66	69.30
2502	PO-222446	04/14/2022	1QDK-9R1Q-6HHV	1	01-3212-0-4300-240-1110-1000-011-705	NN	F	327.40	327.40
2510	PO-222449	04/14/2022	19PL-QJLN-3MFW	1	01-8150-0-4300-106-0000-8110-023-000	NN	F	63.57	63.57
TOTAL PAYMENT AMOUNT					612.15 *				612.15
016075/00	ANWAR, SHAHNAZ								
	701 GIBSON DRIVE #322								
	ROSEVILLE, CA 95678								
2534	PO-222502	04/14/2022	REIMBURSE	1	01-3010-0-5800-371-5760-1110-012-000	NN	F	53.15	53.15
TOTAL PAYMENT AMOUNT					53.15 *				53.15
016253/00	ARMIENTA, ABIGAIL								
	7658 32ND STREET								
	ANTELOPE, CA 95843								
2470	PO-222584	04/14/2022	MARCH MILEAGE	1	01-0740-0-5210-601-1110-1000-017-107	NN	F	53.83	53.83
TOTAL PAYMENT AMOUNT					53.83 *				53.83
022667/00	ASHLEY BAUMGART								
	7506 SAYBROOK DRIVE								
	CITRUS HEIGHTS, CA 95621								
2601	PO-222558	04/14/2022	2022 BOYS GOLF/REIMBURSE	1	01-0076-0-5800-472-1110-4200-014-806	NN	F	225.00	225.00
TOTAL PAYMENT AMOUNT					225.00 *				225.00
015054/00	AUTOZONE INC								
	PO BOX 116067								
	ATLANTA, GA 30368-6067								
2694	PO-222641	04/14/2022	5590365684	1	01-0740-0-4300-112-0000-3600-022-203	NN	F	43.09	43.09
TOTAL PAYMENT AMOUNT					43.09 *				43.09

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
011684/00	BADGE-A-MINIT 345 N.LEWIS AVE. OGLESBY, IL 91348								
2184	PO-222248	04/14/2022	00759	1	01-6520-0-4300-472-5760-1110-014-104	YN	F	1,256.15	1,165.80
TOTAL PAYMENT AMOUNT								1,165.80 *	1,165.80
TOTAL USE TAX AMOUNT									90.35
021669/00	BAIONI, RON 1737 WOODLEAF CIRCLE ROSEVILLE, CA 95747								
2614	PO-222564	04/14/2022	FEB/MARCH MILEAGE	1	01-0000-0-5210-115-0000-2420-021-000	NN	F	75.36	75.36
TOTAL PAYMENT AMOUNT								75.36 *	75.36
022347/00	BLAISDELLS BUSINESS PRODUCTS 880 HARBOUR WAY SOUTH, STE 600 ACCNT #28872 RICHMOND, CA 94804								
2494	PO-222478	04/14/2022	1701869-0	1	01-0000-0-4300-472-5760-1110-014-000	NN	P	291.04	293.99
TOTAL PAYMENT AMOUNT								293.99 *	293.99
016216/00	BORASI, CHRIS 3920 POUNDS AVENUE SACRAMENTO, CA 95821								
2663	PO-222618	04/14/2022	REIMBURSE	1	01-0000-0-4300-371-0000-2700-012-000	NN	F	170.78	170.78
TOTAL PAYMENT AMOUNT								170.78 *	170.78
018071/00	BRADY, ASHLEY 5233 HICKORY HILL COURT FAIR OAKS, CA 95628-3266								
2521	PO-222495	04/14/2022	MILEAGE REIMBURSE	1	01-3410-0-5210-472-1110-1000-014-104	NN	F	7.72	7.72
TOTAL PAYMENT AMOUNT								7.72 *	7.72

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
013988/00		BUTTES/CENTER STATE PIPE & SUPPLY PO BOX 845768 LOS ANGELES, CA 90084-5768							
1605	PO-221580	04/14/2022	S012445637.001	1	01-8150-0-4300-106-0000-8110-023-000	NN	F	239.46	239.46
TOTAL PAYMENT AMOUNT								239.46 *	239.46
020835/00		CALPERS FINANCIAL RPRNG & ACCNTG SVC CASHIER/PAYROLL P.O. BOX 942703 SACRAMENTO, CA 94229-2703							
2670	PO-222581	04/14/2022	AC# 5841020017-001	1	01-0000-0-3702-100-0000-7200-000-000	NN	F	300,000.00	300,000.00
2670	PO-222581	04/14/2022	AC# 5841020017-001	2	01-0000-0-3701-100-0000-7200-000-000	NN	F	700,000.00	700,000.00
TOTAL PAYMENT AMOUNT								1,000,000.00 *	1,000,000.00
019910/00		CHANEY, AMY 4134 QUATE COURT ANTELOPE, CA 95843							
2580	PO-222545	04/14/2022	REIMBURSE	1	01-6385-0-5800-472-1110-1000-014-105	NN	F	678.24	678.24
TOTAL PAYMENT AMOUNT								678.24 *	678.24
014719/00		CHARACTERSTRONG LLC 4227 SOUTH MERIDIAN STE 694 PUYALLAP, WA 98373							
2503	PO-222481	04/14/2022	14843	1	01-0000-0-5800-371-1110-1000-012-000	NY	F	99.00	99.00
TOTAL PAYMENT AMOUNT								99.00 *	99.00
022665/00		CIELITO LINDO BOOKS 1809 S STREET SUITE 101-192 SACRAMENTO, CA 95811							
2610	PO-222595	04/14/2022	0091	1	01-0000-0-4200-472-1110-1000-014-000	NN	F	1,000.00	1,000.00
TOTAL PAYMENT AMOUNT								1,000.00 *	1,000.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
018180/00	CITRUS HEIGHTS SAW & MOWER 7238 AUBURN BLVD. CITRUS HEIGHTS, CA 95610							
118 PO-220106	04/14/2022	597114	1 01-0000-0-4300-106-0000-8110-023-000 NN P	483.00	483.00			
			TOTAL PAYMENT AMOUNT	483.00 *	483.00			
016849/00	CLASSIC AWARDS AND PROMOTIONS 9732 PYRAMID HWY, STE 901 SPARKS, NV 89441							
2579 PO-222544	04/14/2022	85721	1 01-7220-0-5800-472-1110-1000-014-105 NN P	762.82	762.82			
			TOTAL PAYMENT AMOUNT	762.82 *	762.82			
014557/00	COLLEGE OAK TOW & TRANSPORT 8590 FRUITRIDGE ROAD SACRAMENTO, CA 95826							
83 PO-220075	04/14/2022	T551314	1 01-0740-0-5800-112-0000-3600-022-203 NN P	315.90	315.90			
			TOTAL PAYMENT AMOUNT	315.90 *	315.90			
010625/00	CULLIGAN WATER OF SACRAMENTO 1200 ARDEN WAY SACRAMENTO, CA 95815							
2069 PO-222039	04/14/2022	932392	1 01-0740-0-5600-112-0000-3600-022-203 NN P	69.00	69.00			
			TOTAL PAYMENT AMOUNT	69.00 *	69.00			
016099/00	DESRANGE, KRISTINA 3609 PINE HOLLOW WAY ANTELOPE, CA 95843							
2623 PO-222517	04/14/2022	reimburse	1 01-0000-0-4300-105-0000-7200-005-000 NN P	26.95	26.95			
			TOTAL PAYMENT AMOUNT	26.95 *	26.95			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
010977/00	ELK GROVE FORD 9645 AUTO CENTER DRIVE ELK GROVE, CA 95757							
2438 PO-222405	04/14/2022	1FD7X2A63NED84077	1 01-0201-0-6400-106-0000-8200-023-000 NN F	51,961.48	51,961.48			
			TOTAL PAYMENT AMOUNT	51,961.48 *	51,961.48			
020232/00	ENCORE GRAPICS PO BOX 796 WEST SACRAMENTO, CA 95691							
2175 PO-222155	04/14/2022	22180	1 01-8150-0-4300-106-0000-8110-023-000 NN F	1,225.90	1,225.90			
			TOTAL PAYMENT AMOUNT	1,225.90 *	1,225.90			
010592/00	EWING IRRIGATION PRODUCTS INC P.O. BOX 208728 DALLAS, TX 75320-8728							
2111 PO-222065	04/14/2022	16438520	1 01-0000-0-4300-106-0000-8110-023-000 NN P	104.39	104.39			
			TOTAL PAYMENT AMOUNT	104.39 *	104.39			
015567/00	FERGUSON, JERALD 601 BRONTE CT. ROSEVILLE, CA 95747							
2660 PO-222615	04/14/2022	REIMBURSE	1 01-0000-0-4400-472-1110-1000-014-000 NN F	3,326.94	3,326.94			
			TOTAL PAYMENT AMOUNT	3,326.94 *	3,326.94			
010191/00	GRAINGER DEPT 819394545 PALATINE, IL 60038-0001							
142 PO-220130	04/14/2022	9263435035	1 01-8150-0-4300-106-0000-8110-023-000 NN P	45.67	45.67			
			TOTAL PAYMENT AMOUNT	45.67 *	45.67			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP	T9MPS	Liq Amt	Net Amount
014287/00	HILL, PAULA 120 FANTAGES WAY FOLSOM, CA 95630							
2522 PO-222496	04/14/2022	REIMBURSE	1	01-0000-0-4300-472-1600-1000-014-000	NN F		72.02	72.02
TOTAL PAYMENT AMOUNT							72.02 *	72.02
010939/00	IML SECURITY SUPPLY 3106 S. MAIN ST. SALT LAKE CITY, UT 84115							
2017 PO-221968	04/14/2022	3196101	1	01-8150-0-4300-106-0000-8110-023-000	NN P		1,185.25	1,185.25
2017 PO-221968	04/14/2022	3193905	1	01-8150-0-4300-106-0000-8110-023-000	NN P		232.43	232.43
TOTAL PAYMENT AMOUNT							1,417.68 *	1,417.68
019223/00	INTEGRATED FIRE SYSTEMS INC. 269 TECHNOLOGY WAY, STE 5 ROCKLIN, CA 95765							
1216 PO-221196	04/14/2022	49901	1	01-8150-0-5800-106-0000-8110-023-000	NN P		406.25	406.25
TOTAL PAYMENT AMOUNT							406.25 *	406.25
018727/00	JACKSON, JULIA 7965 LARWIN DRIVE CITRUS HEIGHTS, CA 95610							
2553 PO-222586	04/14/2022	MARCH MILEAGE	1	01-0740-0-5210-601-1110-1000-017-107	NN F		40.25	40.25
TOTAL PAYMENT AMOUNT							40.25 *	40.25
015370/00	JECO HEALTH CENTER 2628 EL CAMINO AVE., SUITE C-1 SACRAMENTO, CA 95821							
2667 PO-222621	04/14/2022	00986	1	01-0740-0-5800-112-0000-7200-022-203	NN F		50.00	50.00
TOTAL PAYMENT AMOUNT							50.00 *	50.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
014426/00	JOSTENS INC.								
	21336 NETWORK PLACE								
	CHICAGO, IL 60673-1213								
2599 PO-222590	04/14/2022	28283919							
			1	01-0000-0-5800-472-1405-1000-014-000	NN F				
			TOTAL PAYMENT AMOUNT					170.86	170.86
								170.86 *	170.86
020783/00	KIMBALL MIDWEST								
	DEPARTMENT L-2780								
	COLUMBUS, OH 43260-2780								
2536 PO-222503	04/14/2022	9763720							
			1	01-0740-0-4300-112-0000-3600-022-203	NN F				
			TOTAL PAYMENT AMOUNT					380.59	380.59
								380.59 *	380.59
020606/00	KLATT, BEN								
	PO BOX 53								
	COLFAX, CA 95713								
2524 PO-222498	04/14/2022	REIMBURSE							
			1	01-0759-0-4300-472-1110-1000-014-000	NN F				
			TOTAL PAYMENT AMOUNT					55.00	55.00
								55.00 *	55.00
021496/00	KLATT, BONNIE								
	PO BOX 53								
	COLFAX, CA 95713								
2523 PO-222497	04/14/2022	REIMBURSE							
			1	01-7220-0-4300-472-1110-1000-014-105	NN F				
			TOTAL PAYMENT AMOUNT					567.28	567.28
								567.28 *	567.28
016795/00	KOSCHEKA, MICHELE								
	8609 STORY RIDGE WAY								
	ANTELOPE, CA 95843								
2431 PO-222519	04/14/2022	REIMBURSE							
			1	01-0000-0-4300-371-1110-1000-012-000	NN F				
			TOTAL PAYMENT AMOUNT					57.64	57.64
								57.64 *	57.64

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
018744/00	LISA COATES 5240 ELBERT WAY SACRAMENTO, CA 95842							
2452 PO-222423	04/14/2022	22-0406	1 01-3010-0-5800-601-1110-1000-017-931 NY F	1,800.00	1,800.00			
TOTAL PAYMENT AMOUNT				1,800.00 *	1,800.00			
018091/00	LUIGI, JEAN 621 SWANSTON DRIVE SACRAMENTO, CA 95818							
2659 PO-222614	04/14/2022	REIMBURSE	1 01-0000-0-4300-240-1110-1000-011-938 N F	114.33	114.33			
TOTAL PAYMENT AMOUNT				114.33 *	114.33			
022406/00	MAXIM HEALTHCARE SERVICES INC 12558 COLLECTIONS CENTER DR. CHICAGO, IL 60693							
2245 PO-222208	04/14/2022	E5303900262	1 01-7422-0-5800-102-5760-3120-019-725 NN P	32,471.69	32,471.69			
2246 PO-222209	04/14/2022	E5303900262	1 01-6500-0-5800-102-5760-1191-019-000 NN P	5,000.00	5,000.00			
TOTAL PAYMENT AMOUNT				37,471.69 *	37,471.69			
020602/00	MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC LOCKBOX 71545 CHICAGO, IL 60694-1545							
2340 PO-222317	04/14/2022	122453287001	1 01-0061-0-4100-103-1110-1000-000-101 NN F	37,598.50	37,598.49			
TOTAL PAYMENT AMOUNT				37,598.49 *	37,598.49			
016087/00	MICHAEL'S TRANSPORTATION SERV. 140 YOLANO DRIVE VALLEJO, CA 94589							
2584 PO-222510	04/14/2022	116518	1 01-0740-0-5800-112-0000-3600-022-203 NN F	4,905.00	4,905.00			
2693 PO-222640	04/14/2022	116245	1 01-0740-0-5800-112-0000-3600-022-203 NN P	2,725.00	2,725.00			
2693 PO-222640	04/14/2022	116702	1 01-0740-0-5800-112-0000-3600-022-203 NN P	4,360.00	4,360.00			
2693 PO-222640	04/14/2022	116702A	1 01-0740-0-5800-112-0000-3600-022-203 NN F	545.00	545.00			
TOTAL PAYMENT AMOUNT				12,535.00 *	12,535.00			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	BE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
016717/00	MUNN, JOSEPH 6073 BELFAST WAY ROSEVILLE, CA 95747							
2520 PO-222494	04/14/2022	REIMBURSE	1 01-0000-0-4300-472-1655-1000-014-000 NN F	148.05	148.05			
		TOTAL PAYMENT AMOUNT	148.05 *		148.05			
022290/00	N2Y LLC PO BOX 550 HURON, OH 44839							
2367 PO-222375	04/14/2022	INV-1048871	1 01-6500-0-5800-102-5760-1110-019-000 NN F	6,100.10	6,100.10			
		TOTAL PAYMENT AMOUNT	6,100.10 *		6,100.10			
018419/00	NCPS PO BOX 2761 ELK GROVE, CA 95759							
2049 PO-222008	04/14/2022	NCPS4834	1 01-6500-0-5800-102-5760-1180-019-000 NN P	5,121.18	5,121.18			
		TOTAL PAYMENT AMOUNT	5,121.18 *		5,121.18			
015787/00	O'REILLY AUTO PARTS P.O. BOX 9464 ACCNT#1333147 SPRINGFIELD, MO 65801-9464							
98 PO-220090	04/14/2022	1333147	1 01-0740-0-4300-112-0000-3600-022-203 NN P	1,417.57	1,417.57			
		TOTAL PAYMENT AMOUNT	1,417.57 *		1,417.57			
017576/00	OFFICE DEPOT P.O. BOX 29248 PHOENIX, AZ 85038-9248							
1902 PO-221868	04/14/2022	223560884001	1 01-3010-0-4300-236-1110-1000-009-102 NN P	10.67	10.67			
1902 PO-221868	04/14/2022	223560883002	1 01-3010-0-4300-236-1110-1000-009-102 NN P	6.72	6.72			
1902 PO-221868	04/14/2022	223560883001	1 01-3010-0-4300-236-1110-1000-009-102 NN P	81.25	81.25			
1902 PO-221868	04/14/2022	223560883003	1 01-3010-0-4300-236-1110-1000-009-102 NN F	11.43	5.97			
		TOTAL PAYMENT AMOUNT	104.61 *		104.61			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt
Net Amount								
022663/00	PAUL B HANKS 1500 BAYBERRY LANE LINCOLN, CA 95648							
2560 PO-222509	04/14/2022	4/21/22 MEET	1	01-0076-0-5800-371-1110-4200-012-000	NY F			185.00
TOTAL PAYMENT AMOUNT						185.00 *		185.00
022673/00	PEACH TREE GOLF & COUNTRY CLUB PO BOX 231 MARYSVILLE, CA 95901							
2655 PO-222610	04/14/2022	5/22/22 PVL TOURNA FEE	1	01-0076-0-5800-472-1110-4200-014-806	NN F			400.00
TOTAL PAYMENT AMOUNT						400.00 *		400.00
019749/00	PERRAULT, TRACI 8237 SANDERSON CT. ANTELOPE, CA 95843							
2668 PO-222622	04/14/2022	REIMBURSE	1	01-0000-0-4200-371-0000-2420-012-202	NN F			22.84
2668 PO-222622	04/14/2022	REIMBURSE	2	01-0409-0-4200-371-0000-2420-012-000	NN F			87.72
TOTAL PAYMENT AMOUNT						110.56 *		110.56
019700/00	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC P.O. BOX 371896 PITTSBURGH, PA 15250-7896							
2624 PO-222518	04/14/2022	3105427618	1	01-0000-0-5620-105-0000-7200-005-000	NN F			1,130.31
TOTAL PAYMENT AMOUNT						1,130.31 *		1,130.31
020192/00	PITNEY BOWES INC P.O. BOX 371896 PITTSBURGH, PA 15250-7896							
2391 PO-222335	04/14/2022	1020316640	1	01-0000-0-4300-105-0000-7200-005-000	NN F			119.05
TOTAL PAYMENT AMOUNT						119.05 *		119.05

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
014069/00	PLATT ELECTRIC SUPPLY INC							
	P.O. BOX 418759							
	BOSTON, MA 02241-8759							
2508 PO-222448	04/14/2022	Y517118	1 01-8150-0-4300-106-0000-8110-023-000 NN P	1,107.31	1,107.31			
2508 PO-222448	04/14/2022	Y517050	1 01-8150-0-4300-106-0000-8110-023-000 NN P	766.57	766.57			
2508 PO-222448	04/14/2022	Y517862	1 01-8150-0-4300-106-0000-8110-023-000 NN P	1,206.16	1,206.16			
TOTAL PAYMENT AMOUNT				3,080.04 *	3,080.04			
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
	P.O. BOX 11210							
	SANTA ANA, CA 92711-1210							
99 PO-220091	04/14/2022	180415542	1 01-0740-0-5800-112-0000-3600-022-203 NN P	77.75	77.75			
99 PO-220091	04/14/2022	180415000	1 01-0740-0-5800-112-0000-3600-022-203 NN P	55.20	55.20			
99 PO-220091	04/14/2022	180415543	1 01-0740-0-5800-112-0000-3600-022-203 NN P	52.37	52.37			
TOTAL PAYMENT AMOUNT				185.32 *	185.32			
019950/00	QPR INSTITUTE INC							
	P.O. BOX 2867							
	SPOKANE, WA 99220							
1199 PO-221183	04/14/2022	31066	1 01-9315-0-4300-601-1110-1000-017-107 NN F	789.90	789.90			
TOTAL PAYMENT AMOUNT				789.90 *	789.90			
010229/00	RYLAND SCHOOL BUSINESS CONSULTING							
	8334 PARUS WAY							
	GRANITE BAY, CA 95746							
2704 PO-222582	04/14/2022	3289	1 01-0000-0-5800-105-0000-7200-005-000 NN F	145.00	145.00			
TOTAL PAYMENT AMOUNT				145.00 *	145.00			
022675/00	SABRINA GOLOBIC							
	605 CARDIGAN COURT							
	ROSEVILLE, CA 95747							
2661 PO-222616	04/14/2022	REIMBURSE	1 01-0000-0-4300-240-1110-1000-011-938 NN F	120.99	120.99			
TOTAL PAYMENT AMOUNT				120.99 *	120.99			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
022668/00	SANTA CRUZ DREAM INN 175 WEST CLIFF DRIVE SANTA CRUZ, CA 95060							
2606 PO-222559	04/14/2022	REIMBURSE	1 01-7220-0-5800-472-1110-1000-014-105 NN F	1,561.18	1,561.18			
		TOTAL PAYMENT AMOUNT		1,561.18 *				1,561.18
020444/00	SUMMERS, KATHY 5415 HARSTON COURT ANTELOPE, CA 95843							
2525 PO-222499	04/14/2022	REIMBURSE	1 01-0000-0-5800-472-1110-1000-014-000 NN F	83.88	83.88			
		TOTAL PAYMENT AMOUNT		83.88 *				83.88
017767/00	SYTECH SOLUTIONS 8930 BIG HORN BLVD. ELK GROVE, CA 95758							
2566 PO-222587	04/14/2022	9226	1 01-0000-0-5800-114-0000-8200-023-000 NN F	1,255.00	1,255.00			
		TOTAL PAYMENT AMOUNT		1,255.00 *				1,255.00
022064/00	T-MOBILE P.O. BOX 742596 CUST# 970563729 CINCINNATI, OH 4527-2596							
1975 PO-221936	04/14/2022	979036290	1 01-0000-0-5930-115-0000-7700-021-000 NN P	329.14	329.14			
1975 PO-221936	04/14/2022	979036290	2 01-0000-0-4300-115-0000-7700-021-000 NN F	50.54	50.54			
2415 PO-222385	04/14/2022	979036290	2 01-0000-0-4300-106-0000-8110-023-000 NN F	972.00	972.00			
2415 PO-222385	04/14/2022	979036290	1 01-0000-0-5930-106-0000-8110-023-000 NN P	663.22	663.22			
2432 PO-222399	04/14/2022	979036290	2 01-3212-0-5930-103-0000-7200-000-710 NN P	123.84	123.84			
2432 PO-222399	04/14/2022	979036290	1 01-3212-0-4300-103-0000-7200-000-710 NN F	21.66	21.66			
2433 PO-222400	04/14/2022	979036290	1 01-6387-0-4300-472-1110-1000-019-000 NN F	21.33	7.22			
2433 PO-222400	04/14/2022	979036290	2 01-6387-0-5930-472-1110-1000-019-000 NN P	47.02	47.02			
2434 PO-222401	04/14/2022	979036290	1 01-3212-0-4300-475-3300-1000-000-000 NN F	356.98	356.98			
2434 PO-222401	04/14/2022	979036290	2 01-3212-0-5930-475-3300-1000-000-000 NN P	459.75	459.75			
2436 PO-222403	04/14/2022	979036290	1 01-7425-0-4300-103-0000-3120-000-712 NN F	28.88	28.88			
2436 PO-222403	04/14/2022	979036290	2 01-7425-0-5930-103-0000-3120-000-712 NN P	165.12	165.12			
2485 PO-222437	04/14/2022	979036290	2 01-6500-0-4300-102-5001-2700-019-000 NN F	36.10	36.10			
2485 PO-222437	04/14/2022	979036290	1 01-6500-0-5930-102-5001-2700-019-000 NN P	206.40	206.40			
2486 PO-222438	04/14/2022	979036290	2 01-0740-0-4300-104-0000-3140-019-204 NN F	21.66	21.66			
2486 PO-222438	04/14/2022	979036290	1 01-0740-0-5930-104-0000-3140-019-204 NN P	123.84	123.84			
2499 PO-222444	04/14/2022	979036290	2 01-0000-0-4300-101-0000-7150-002-000 NN F	7.22	7.22			
2499 PO-222444	04/14/2022	979036290	1 01-0000-0-5930-101-0000-7150-002-000 NN P	47.02	47.02			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			

022064	(CONTINUED)							
2461 PO-222521	04/14/2022	979036290	1 01-3010-0-5930-601-1421-1000-017-000 NN F	141.06	141.06			
2461 PO-222521	04/14/2022	979036290	2 01-3010-0-4300-601-1421-1000-017-000 NN F	21.66	21.66			
TOTAL PAYMENT AMOUNT				3,830.33 *		3,830.33		
014209/00	TAKE A SWING LLC 10100 ACOMA RD. SE B ALBUQUERQUE, NM 87123							
2162 PO-222247	04/14/2022	11296	1 01-6500-0-4300-102-5760-1110-019-000 NY F	387.90	417.97			
2162 PO-222247	04/14/2022	11296	2 01-6500-0-4400-102-5760-1110-019-000 NY F	1,551.60	1,671.85			
TOTAL PAYMENT AMOUNT				2,089.82 *		2,089.82		
022662/00	TANYA MCLAURIN DORSEY 8631 CHAMONIX WAY ANTELOPE, CA 95843							
2555 PO-222507	04/14/2022	REIMBURSE	1 01-3010-0-5200-236-1110-2700-009-103 NN F	76.41	76.41			
TOTAL PAYMENT AMOUNT				76.41 *		76.41		
019439/00	TOMLINSON, JASON 5417 PRISCILLA LANE SACRAMENTO, CA 95820							
2666 PO-222619	04/14/2022	REIMBURSE	1 01-0000-0-5200-472-1110-1000-014-000 NN F	238.88	238.88			
TOTAL PAYMENT AMOUNT				238.88 *		238.88		
010415/00	TURF STAR INC P.O. BOX 45621 SAN FRANCISCO, CA 94145-0621							
2630 PO-222600	04/14/2022	630572-00	1 01-0740-0-4300-112-0000-3600-022-203 NN F	2,030.30	2,030.30			
2630 PO-222600	04/14/2022	630572-00	2 01-0740-0-5600-112-0000-3600-022-203 NN F	366.00	366.00			
TOTAL PAYMENT AMOUNT				2,396.30 *		2,396.30		

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt
						Net Amount		
016370/00	TWIN RIVERS UNIFIED SCH DIST							
	ATTN: ACCOUNTS RECEIVABLE							
	3222 WINONA WAY							
	NORTH HIGHLANDS, CA 95660							
878 PO-220840	04/14/2022	220712	1	01-0000-0-5800-105-0000-8300-005-000	NN P		12,425.00	12,425.00
2612 PO-222596	04/14/2022	220688	1	01-0076-0-5800-472-1110-4200-014-813	NN F		519.00	519.00
TOTAL PAYMENT AMOUNT							12,944.00 *	12,944.00
010116/00	WESTERN PSYCHOLOGICAL SERVICES							
	625 ALASKA AVENUE							
	TORRANCE, CA 90503-5124							
2437 PO-222404	04/14/2022	WPS-428611	1	01-6500-0-5800-102-5001-3120-019-000	NN F		125.97	125.00
TOTAL PAYMENT AMOUNT							125.00 *	125.00
TOTAL FUND PAYMENT							1,204,073.61 **	1,204,073.61
TOTAL USE TAX AMOUNT								90.35

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
018143/00	CATALYST FAMILY INC							
	350 WOODVIEW AVENUE							
	SUITE 100							
	MORGAN HILL, CA 95037							
649 PO-220609	04/14/2022	5030-MAR22	1 12-5025-0-5800-100-8500-1000-005-000 NN P	16,707.07	16,707.07			
649 PO-220609	04/14/2022	5030-MAR22	2 12-6105-0-5800-100-8500-1000-005-000 NN P	29,335.17	29,335.17			
649 PO-220609	04/14/2022	5030-MAR22	3 12-5161-0-5800-100-8500-1000-005-000 NN P	2,155.36	2,155.36			
TOTAL PAYMENT AMOUNT				48,197.60 *				
TOTAL FUND PAYMENT				48,197.60 **				

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			

011602/00 DANIELSEN CO., THE
435 SOUTHGATE COURT
CHICO, CA 95928

1721	PO-221739	04/14/2022	275503	1	13-5310-0-4700-108-0000-3700-020-000	N	P	2,771.83	2,771.83
1721	PO-221739	04/14/2022	275503	2	13-5310-0-4300-108-0000-3700-020-000	N	P	8.00	8.00
TOTAL PAYMENT AMOUNT								2,779.83 *	2,779.83

021080/00 GOLD STAR FOODS INC
P.O. BOX 4328
ONTARIO, CA 91761

27	PO-220023	04/14/2022	CLOSE	2	13-5310-0-5800-108-0000-3700-020-000	NN	C	0.00	0.00
27	PO-220023	04/14/2022	4841179	3	13-5310-0-5800-108-0000-3700-020-000	NN	P	35.10	35.10
27	PO-220023	04/14/2022	4880130	3	13-5310-0-5800-108-0000-3700-020-000	NN	P	276.25	276.25
27	PO-220023	04/14/2022	4901972	3	13-5310-0-5800-108-0000-3700-020-000	NN	P	24.30	24.30
27	PO-220023	04/14/2022	1443192	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	49.10	49.10
27	PO-220023	04/14/2022	1445160	1	13-5310-0-4700-108-0000-3700-020-000	NN	M	0.00	-49.10
27	PO-220023	04/14/2022	4093013	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	16.25	16.25
27	PO-220023	04/14/2022	4667550	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	467.40	467.40
27	PO-220023	04/14/2022	4697248	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	1,161.13	1,161.13
27	PO-220023	04/14/2022	4697252	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	881.26	881.26
27	PO-220023	04/14/2022	4724422	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	1,677.51	1,677.51
27	PO-220023	04/14/2022	4724429	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	527.00	527.00
27	PO-220023	04/14/2022	4730036	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	49.70	49.70
27	PO-220023	04/14/2022	4734259	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	222.20	222.20
27	PO-220023	04/14/2022	4747590	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	3,350.78	3,350.78
27	PO-220023	04/14/2022	4747723	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	711.38	711.38
27	PO-220023	04/14/2022	4747739	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	1,536.49	1,536.49
27	PO-220023	04/14/2022	4747740	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	1,477.90	1,477.90
27	PO-220023	04/14/2022	4763065	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	85.22	85.22
27	PO-220023	04/14/2022	4771621	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	178.60	178.60
27	PO-220023	04/14/2022	4777754	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	3,473.75	3,473.75
27	PO-220023	04/14/2022	4777778	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	400.80	400.80
27	PO-220023	04/14/2022	4777792	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	213.52	213.52
27	PO-220023	04/14/2022	4779975	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	981.00	981.00
27	PO-220023	04/14/2022	4784074	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	163.36	163.36
27	PO-220023	04/14/2022	4784407	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	217.30	217.30
27	PO-220023	04/14/2022	4809111	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	6,799.38	6,799.38
27	PO-220023	04/14/2022	4809217	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	1,106.14	1,106.14
27	PO-220023	04/14/2022	4809244	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	593.92	593.92
27	PO-220023	04/14/2022	4813880	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	289.68	289.68
27	PO-220023	04/14/2022	4816097	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	89.61	89.61
27	PO-220023	04/14/2022	4816428	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	264.88	264.88
27	PO-220023	04/14/2022	4839871	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	6,007.71	6,007.71
27	PO-220023	04/14/2022	4839879	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	588.60	588.60

Vendor/Addr Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef					
Req Reference Date Description	FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount

021080 (CONTINUED)												
27 PO-220023 04/14/2022 4839892	1	13-5310-0-4700-108-0000-3700-020-000	NN	P							444.40	444.40
27 PO-220023 04/14/2022 4840008	1	13-5310-0-4700-108-0000-3700-020-000	NN	P							317.50	317.50
27 PO-220023 04/14/2022 4850227	1	13-5310-0-4700-108-0000-3700-020-000	NN	P							1,022.20	1,022.20
27 PO-220023 04/14/2022 4867626	1	13-5310-0-4700-108-0000-3700-020-000	NN	P							5,030.32	5,030.32
27 PO-220023 04/14/2022 4872682	1	13-5310-0-4700-108-0000-3700-020-000	NN	P							638.20	638.20
TOTAL PAYMENT AMOUNT											41,320.74 *	41,320.74
015608/00 KNUTSON, KARI 6521 6TH STREET RIO LINDA, CA 95673												
38 PO-220034 04/14/2022 March Mileage	1	13-5310-0-5210-108-0000-3700-020-000	NN	P							34.16	34.16
TOTAL PAYMENT AMOUNT											34.16 *	34.16
016279/00 P&R PAPER SUPPLY P.O. BOX 590 REDLANDS, CA 92373												
34 PO-220030 04/14/2022 60037689-00	1	13-5310-0-4300-108-0000-3700-020-000	NN	P							1,370.86	1,370.86
TOTAL PAYMENT AMOUNT											1,370.86 *	1,370.86
016043/00 SHELTONS UNLIMITED MECHANICAL SERVICES P.O. BOX 488 NORTH HIGHLANDS, CA 95660												
23 PO-220020 04/14/2022 22-30064	1	13-5310-0-5600-108-0000-3700-020-000	NN	P							448.35	448.35
TOTAL PAYMENT AMOUNT											448.35 *	448.35
011422/00 SYSCO OF SAN FRANCISCO PO BOX 138007 SACRAMENTO, CA 95813-8007												
1510 PO-221477 04/14/2022 331664557	2	13-5310-0-4300-108-0000-3700-020-000	NN	M							0.00	-8.73
1510 PO-221477 04/14/2022 331660938	2	13-5310-0-4300-108-0000-3700-020-000	NN	P							8.73	8.73
1510 PO-221477 04/14/2022 331660937	1	13-5310-0-4700-108-0000-3700-020-000	NN	P							1,100.34	1,100.34
1510 PO-221477 04/14/2022 331663039	1	13-5310-0-4700-108-0000-3700-020-000	NN	P							669.60	669.60
TOTAL PAYMENT AMOUNT											1,769.94 *	1,769.94

081 CENTER UNIFIED SCHOOL DISTRICT J49410

ACCOUNTS PAYABLE PRELIST
 BATCH: 0064 4/14/22 AP RUN
 FUND : 13 CAFETERIA FUND

APY500 L.00.19 04/14/22 10:47 PAGE 19
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
022064/00	T-MOBILE								
	P.O. BOX 742596								
	CUST# 970563729								
	CINCINNATI, OH 4527-2596								
2396 PO-222379	04/14/2022	979036290	1	13-5310-0-5930-108-0000-3700-020-000	NN P			41.28	41.28
2396 PO-222379	04/14/2022	979036290	2	13-5310-0-4300-108-0000-3700-020-000	NN F			7.22	7.22
TOTAL PAYMENT AMOUNT								48.50 *	48.50
TOTAL FUND			PAYMENT	47,772.38 **				47,772.38	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

015226/00 AC MARTIN
444 SOUTH FLOWER STREET
SUITE 1200
LOS ANGELES, CA 90071

PO-210902	04/14/2022	0001901	1	21-0000-0-6215-242-0000-8500-007-628	NN	P	6,640.00	6,640.00
PO-210902	04/14/2022	0001780	1	21-0000-0-6215-242-0000-8500-007-628	NN	P	1,660.00	1,660.00
TOTAL PAYMENT AMOUNT							8,300.00 *	8,300.00

018894/00 CLARK & SULLIVAN CONSTRUCTION
1340 BLUE OAKS BLVD #150
ROSEVILLE, CA 95678

2588 PO-222551	04/14/2022	APP#1 1/1/22-2/28/22	1	21-9010-0-6243-242-0000-8500-007-628	NN	P	860,510.00	860,510.00
TOTAL PAYMENT AMOUNT							860,510.00 *	860,510.00

TOTAL FUND	PAYMENT	868,810.00 **	868,810.00
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TOTAL BATCH PAYMENT	2,168,853.59 ***	0.00	2,168,853.59
TOTAL USE TAX AMOUNT			90.35

TOTAL DISTRICT PAYMENT	2,168,853.59 ****	0.00	2,168,853.59
TOTAL USE TAX AMOUNT			90.35

TOTAL FOR ALL DISTRICTS:	2,168,853.59 ****	0.00	2,168,853.59
TOTAL USE TAX AMOUNT			90.35

Number of checks to be printed: 80, not counting voids due to stub overflows. 2,168,853.59

Batch status: A All

From batch: 0066

To batch: 0066

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS	Liq Amt	Net	Amount
022669/00	ALEX MANSOOR 120 PONDEROSA CT FOLSOM, CA 95630							
2603 PO-222646	04/21/2022	221	1	01-0076-0-5800-472-1110-4200-014-000	NN F	1,200.00	1,200.00	
TOTAL PAYMENT AMOUNT					1,200.00 *		1,200.00	
010669/00	ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579							
1629 PO-221628	04/21/2022	14871405041522	1	01-0000-0-4300-103-0000-7200-019-000	NN P	51.41	79.39	
1629 PO-221628	04/21/2022	14871405041522	2	01-0000-0-5610-103-0000-7200-019-000	NN P	7.49	7.49	
TOTAL PAYMENT AMOUNT					86.88 *		86.88	
014733/00	ALL WEST COACHLINES INC. 7701 WILBUR WAY SACRAMENTO, CA 95828							
2703 PO-222653	04/21/2022	77495	1	01-0740-0-5865-112-0000-3600-022-203	NN F	983.01	983.01	
TOTAL PAYMENT AMOUNT					983.01 *		983.01	
019362/00	AMAZON CAPITAL SERVICES INC P.O. BOX 035184 SEATTLE, WA 98124-5184							
2382 PO-222346	04/21/2022	1WFW-14DD-CFPH	1	01-0740-0-4300-601-1110-1000-017-107	NN F	484.73	486.19	
2500 PO-222445	04/21/2022	16NT-C1G4-XJJ9	1	01-0000-0-4300-234-1110-1000-008-000	NN F	119.11	116.81	
2638 PO-222576	04/21/2022	13VG-C7K9-6NRL	1	01-6500-0-4300-102-5730-1110-019-000	NN F	15.07	15.07	
2653 PO-222608	04/21/2022	1YLF-YRHM-RFWT	1	01-0000-0-4300-240-1110-1000-011-938	NN F	142.65	142.62	
TOTAL PAYMENT AMOUNT					760.69 *		760.69	
014372/00	APPLIED LANDSCAPE MATERIALS 4500 PACIFIC ST. SUITE 0 ROCKLIN, CA 95677							
2475 PO-222432	04/21/2022	12144	1	01-8150-0-4300-106-0000-8110-023-000	NN F	3,798.19	3,798.19	
2475 PO-222432	04/21/2022	12144	2	01-8150-0-5600-106-0000-8110-023-000	NN F	3,870.00	3,870.00	
TOTAL PAYMENT AMOUNT					7,668.19 *		7,668.19	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
011481/00	AT&T							
	P.O. BOX 9011							
	CAROL STREAM, IL 60197-9011							
2110 PO-222064	04/21/2022	000018015428	1 01-0000-0-5900-106-0000-8110-023-000 NN P	5,964.38	5,964.38			
TOTAL PAYMENT AMOUNT				5,964.38 *				
021604/00	ATLAS DISPOSAL INDUSTRIES							
	P.O. BOX 8327							
	PASADENA, CA 91109-8327							
2103 PO-222071	04/21/2022	01-0001031-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	321.08	321.08			
2103 PO-222071	04/21/2022	01-0001032-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	1,224.88	1,224.88			
2103 PO-222071	04/21/2022	01-0149397-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	1,410.79	1,410.79			
2103 PO-222071	04/21/2022	01-0149398-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	1,872.71	1,872.71			
2103 PO-222071	04/21/2022	01-0149399-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	1,228.14	1,228.14			
2103 PO-222071	04/21/2022	01-0149400-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	482.10	482.10			
2103 PO-222071	04/21/2022	01-0149401-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	775.96	775.96			
2103 PO-222071	04/21/2022	01-0149402-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	1,136.27	1,136.27			
2103 PO-222071	04/21/2022	01-0149403-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	997.72	997.72			
2103 PO-222071	04/21/2022	01-0149404-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	175.77	175.77			
2103 PO-222071	04/21/2022	01-0189672-0	1 01-0000-0-5525-106-0000-8110-023-000 NN P	501.36	501.36			
TOTAL PAYMENT AMOUNT				10,126.78 *				
013988/00	BUTTES/CENTER STATE PIPE & SUPPLY							
	PO BOX 845768							
	LOS ANGELES, CA 90084-5768							
1605 PO-221580	04/21/2022	S012460769.001	1 01-8150-0-4300-106-0000-8110-023-000 NN P	134.30	134.30			
1605 PO-221580	04/21/2022	S012460731.001	1 01-8150-0-4300-106-0000-8110-023-000 NN P	715.64	715.64			
1605 PO-221580	04/21/2022	S012467296.001	1 01-8150-0-4300-106-0000-8110-023-000 NN P	231.40	231.40			
TOTAL PAYMENT AMOUNT				1,081.34 *				
010340/00	CA DEPT OF JUSTICE							
	ACCOUNTING OFFICE							
	PO BOX 944255							
	SACRAMENTO, CA 94244-2550							
2741 PO-222691	04/21/2022	571663	1 01-0000-0-5800-110-0000-7200-004-000 NN F	352.00	352.00			
TOTAL PAYMENT AMOUNT				352.00 *				

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
016401/00	CALIFORNIA DEPT OF TAX AND FEE ADMINISTRATION PO BOX 942879 SACRAMENTO, CA 94279-3535							
2739 PO-222689	04/21/2022	057-415168	1 01-0740-0-5800-112-0000-3600-022-203 NN F	135.00	135.00			
			TOTAL PAYMENT AMOUNT	135.00 *	135.00			
016200/00	CASEY & KIRSCH PUBLISHERS P.O. BOX 2413 SYRACRUSE, NY 13220							
2489 PO-222440	04/21/2022	200192966	1 01-0037-0-4200-103-1110-1000-019-000 NN F	2,047.25	2,047.25			
			TOTAL PAYMENT AMOUNT	2,047.25 *	2,047.25			
017639/00	CDT INC. 230 COMMERCE, SUITE 100 IRVINE, CA 92602							
728 PO-220684	04/21/2022	50949	1 01-0000-0-5800-110-0000-7200-004-000 NN P	54.00	54.00			
			TOTAL PAYMENT AMOUNT	54.00 *	54.00			
014371/00	CENGAGE LEARNING PO BOX 93743 ATLANTA, GA 31193-6743							
2484 PO-222436	04/21/2022	77589115	1 01-0037-0-4100-103-4760-1000-019-000 NN F	213.61	234.98			
			TOTAL PAYMENT AMOUNT	234.98 *	234.98			
020355/00	CHURCHILL, MICHELLE 2111 HILL STREET CHARLOTTESVILLE, VA 22903							
PV-220145	04/20/2022	4/30/22 PREMIUM	01-0000-0-9511-000-0000-0000-000-000 NN		609.97			
			TOTAL PAYMENT AMOUNT	609.97 *	609.97			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP	T9MPS	Liq Amt	Net Amount
021813/00	CONSOLIDATED COMMUNICATIONS PO BOX 66523 SAINT LOUIS, MO 63166-6523							
158 PO-220145	04/21/2022	916-150-1610/0		1 01-0000-0-5900-106-0000-8110-023-000	NN P		1,880.53	1,880.53
			TOTAL PAYMENT AMOUNT				1,880.53 *	1,880.53
010433/00	COUNTY OF SACRAMENTO UTILITIES BILLING & SERVICES DARP BILLING ACNT#23640 9700 GOETHE RD., SUITE C SACRAMENTO, CA 95827-3500							
1640 PO-221609	04/21/2022	67433		1 01-0000-0-5525-106-0000-8110-023-000	NN F		188.70	293.15
			TOTAL PAYMENT AMOUNT				293.15 *	293.15
017005/00	FERGUSON ENTERPRISES INC #686 PO BOX 740827 LOS ANGELES, CA 90074-0827							
137 PO-220125	04/21/2022	9803441		1 01-8150-0-4300-106-0000-8110-023-000	NN P		271.67	271.67
			TOTAL PAYMENT AMOUNT				271.67 *	271.67
021906/00	GLOBAL EQUIPMENT COMPANY INC 29833 NETWORK PLACE CHICAGO, IL 60673-1298							
1868 PO-221839	04/21/2022	118970911		1 01-0000-0-4300-472-1110-1000-014-000	NN F		682.73	682.92
			TOTAL PAYMENT AMOUNT				682.92 *	682.92
010191/00	GRAINGER DEPT 819394545 PALATINE, IL 60038-0001							
142 PO-220130	04/21/2022	9265731167		1 01-8150-0-4300-106-0000-8110-023-000	NN P		53.79	53.79
			TOTAL PAYMENT AMOUNT				53.79 *	53.79

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt	Net Amount
016133/00		HAWKINS OFFICIATING SERVICE 237 SPENCER STREET FOLSOM, CA 95630							
2248 PO-222210	04/21/2022	2/1/22-2/28/22	1	01-0076-0-5800-371-1110-4200-012-000	NY F			430.00	430.00
		TOTAL PAYMENT AMOUNT						430.00 *	430.00
016330/00		IMAGINE LEARNING INC 8860 E CHAPARRAL ROAD SUITE 100 SCOTTSDALE, AZ 85250							
2488 PO-222439	04/21/2022	870136	1	01-4203-0-5800-103-4760-1000-019-103	NN F			6,000.00	6,000.00
2504 PO-222447	04/21/2022	870160	1	01-3212-0-5800-103-1110-1000-019-710	NN F			25,750.00	25,750.00
		TOTAL PAYMENT AMOUNT						31,750.00 *	31,750.00
010939/00		IML SECURITY SUPPLY 3106 S. MAIN ST. SALT LAKE CITY, UT 84115							
2017 PO-221968	04/21/2022	3200534	1	01-8150-0-4300-106-0000-8110-023-000	NN P			1,294.29	1,294.29
		TOTAL PAYMENT AMOUNT						1,294.29 *	1,294.29
016738/00		J'S PARTY RENTALS & DECOR 420 D STREET MARYSVILLE, CA 95901							
2665 PO-222620	04/21/2022	5/24/22 CHAIR RENTAL	1	01-0000-0-5610-371-0000-2700-012-000	NY F			1,070.00	1,070.00
		TOTAL PAYMENT AMOUNT						1,070.00 *	1,070.00
014662/00		JACKSON, STEVEN 7965 LARWIN DRIVE CITRUS HEIGHTS, CA 95610							
2562 PO-222671	04/21/2022	REIMBURSE	1	01-3212-0-4300-103-0000-7200-000-710	NN F			42.31	42.31
		TOTAL PAYMENT AMOUNT						42.31 *	42.31

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef					
Req Reference	Date	Description	FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount
<hr/>														
017726/00	LOS ANGELES FREIGHTLINER													
	P.O. BOX 101284													
	PASADENA, CA 91189-1284													
81	PO-220068	04/21/2022	XA400047323:01	1	01-0740-0-4300-112-0000-3600-022-203	NN	M						0.00	-197.47
81	PO-220068	04/21/2022	XA400049181:01	1	01-0740-0-4300-112-0000-3600-022-203	NN	M						0.00	-102.13
81	PO-220068	04/21/2022	XA410031981:01	1	01-0740-0-4300-112-0000-3600-022-203	NN	P						423.02	423.02
81	PO-220068	04/21/2022	XA410033178:01	1	01-0740-0-4300-112-0000-3600-022-203	NN	P						149.49	149.49
TOTAL PAYMENT AMOUNT													272.91	272.91
<hr/>														
021705/00	LUX BUS AMERICA CO													
	851 E. CERRITOS AVENUE													
	ANAHEIM, CA 92805													
2695	PO-222650	04/21/2022	52279	1	01-0740-0-5865-112-0000-3600-022-203	NN	F						1,391.25	1,391.25
TOTAL PAYMENT AMOUNT													1,391.25	1,391.25
<hr/>														
022406/00	MAXIM HEALTHCARE SERVICES INC													
	12558 COLLECTIONS CENTER DR.													
	CHICAGO, IL 60693													
2245	PO-222208	04/21/2022	E5490350262	1	01-7422-0-5800-102-5760-3120-019-725	NN	P						33,120.74	33,120.74
2246	PO-222209	04/21/2022	E5490350262	1	01-6500-0-5800-102-5760-1191-019-000	NN	P						5,000.00	5,000.00
TOTAL PAYMENT AMOUNT													38,120.74	38,120.74
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016575/00	MGM TRANSPORTATION INC													
	7040 30TH ST.													
	NORTH HIGHLANDS, CA 95660													
2707	PO-222665	04/21/2022	640	1	01-0740-0-5865-112-0000-3600-022-203	NN	P						1,100.00	1,100.00
2707	PO-222665	04/21/2022	641	1	01-0740-0-5865-112-0000-3600-022-203	NN	P						1,500.00	1,500.00
2707	PO-222665	04/21/2022	643	1	01-0740-0-5865-112-0000-3600-022-203	NN	P						1,500.00	1,500.00
2707	PO-222665	04/21/2022	653	1	01-0740-0-5865-112-0000-3600-022-203	NN	P						1,200.00	1,200.00
2707	PO-222665	04/21/2022	654	1	01-0740-0-5865-112-0000-3600-022-203	NN	P						1,200.00	1,200.00
2707	PO-222665	04/21/2022	656	1	01-0740-0-5865-112-0000-3600-022-203	NN	P						1,100.00	1,100.00
2707	PO-222665	04/21/2022	655	1	01-0740-0-5865-112-0000-3600-022-203	NN	P						990.00	990.00
2707	PO-222665	04/21/2022	652	1	01-0740-0-5865-112-0000-3600-022-203	NN	F						1,498.20	1,498.20
TOTAL PAYMENT AMOUNT													10,088.20	10,088.20

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
022678/00	MIKHAIL KRYUCHKOV 3208 LOWTHER WAY ANTELOPE, CA 95843							
PV-220146	04/20/2022	OCTOBER 2021 (REISSUE)	01-6520-0-2900-472-5760-1110-000-000 NN		38.50			
		TOTAL PAYMENT AMOUNT		38.50 *				38.50
015536/00	MYSTERY SCIENCE c/o DISCOVERY EDUCATION PO BOX 745873 ATLANTA, GA 30374-5873							
2477 PO-222434	04/21/2022	176782	1 01-3212-0-5800-103-1110-1000-019-710 NN F	5,300.00	5,300.00			
		TOTAL PAYMENT AMOUNT		5,300.00 *				5,300.00
022679/00	NICKEA STALTER 1931 KANE AVE SACRAMENTO, CA 95835							
2734 PO-222669	04/21/2022	REIMBURSE	1 01-3182-0-3401-475-3200-2100-015-000 NN F	50.00	50.00			
		TOTAL PAYMENT AMOUNT		50.00 *				50.00
017576/00	OFFICE DEPOT P.O. BOX 29248 PHOENIX, AZ 85038-9248							
1906 PO-221875	04/21/2022	231321354001	1 01-3010-0-4300-236-1110-1000-009-102 NN P	29.00	29.00			
1906 PO-221875	04/21/2022	221672072001	1 01-3010-0-4300-236-1110-1000-009-102 NN P	61.51	61.51			
1906 PO-221875	04/21/2022	221672064001	1 01-3010-0-4300-236-1110-1000-009-102 NN P	24.45	24.45			
1906 PO-221875	04/21/2022	221672038001	1 01-3010-0-4300-236-1110-1000-009-102 NN F	149.65	126.20			
2418 PO-222387	04/21/2022	23694801701	1 01-0000-0-4300-236-1110-1000-009-000 NN P	281.22	281.22			
2418 PO-222387	04/21/2022	236948016001	1 01-0000-0-4300-236-1110-1000-009-000 NN F	1,064.91	1,064.91			
		TOTAL PAYMENT AMOUNT		1,587.29 *				1,587.29
020940/00	PARSHALL, LORETTA 3328 TILLER COURT PENSACOLA, FL 32507							
PV-220147	04/21/2022	4/30/22 PREMIUM	01-0000-0-9511-000-0000-0000-000-000 NN		378.05			
		TOTAL PAYMENT AMOUNT		378.05 *				378.05

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt
								Net Amount
016702/00		PREMIER GRAPH-X INC 8413 WASHINGTON BLVD. SUITE 115 ROSEVILLE, CA 95678						
2631	PO-222673	04/21/2022	65731	1	01-0740-0-5800-601-1110-1000-017-107	NN	F	183.18
								183.18
								183.18
010369/00		RAMOS OIL CO INC PO BOX 401 ACCNT#31799 WEST SACRAMENTO, CA 95691						
1455	PO-221425	04/21/2022	712846	1	01-0740-0-4340-112-0000-3600-022-203	NN	P	701.86
								701.86
								701.86
022636/00		REBECCA RYAN 12314 HIDDEN MEADOWS CIR AUBURN, CA 95603						
2728	PO-222685	04/21/2022	REIMBURSE	1	01-3010-0-4200-238-1110-1000-010-102	NN	F	272.17
								272.17
								272.17
010627/00		RIVERVIEW INTERNATIONAL TRUCKS P.O. BOX 716 ACCOUNTS RECEIVABLE WEST SACRAMENTO, CA 95691						
2740	PO-222690	04/21/2022	89530	1	01-0740-0-4300-112-0000-3600-022-203	NN	F	3,068.84
								3,068.84
								3,068.84
022664/00		RUBEN YBARRA 3700 POPPY HILL WAY SACRAMENTO, CA 95834						
2718	PO-222676	04/21/2022	REIMBURSE	1	01-3010-0-5200-236-1110-2700-009-103	NN	F	128.99
								128.99
								128.99

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

010266/00	SACRAMENTO COUNTY UTILITIES PO BOX 1804 SACRAMENTO, CA 95812								
2223	PO-222177	04/21/2022	50000185866	1	01-0000-0-5520-106-0000-8110-023-000	N	P	763.20	763.20
TOTAL PAYMENT AMOUNT					763.20 *			763.20	
020811/00	SHRED-IT USA LLC 28883 NETWORK PLACE CHICAGO, IL 60673-1288								
131	PO-220120	04/21/2022	8001259009	1	01-0000-0-5800-106-0000-8110-023-000	NN	P	724.27	724.27
TOTAL PAYMENT AMOUNT					724.27 *			724.27	
010902/00	U.S. BANK CORPORATE PAYMENT SYSTEMS PO BOX 790428 ST. LOUIS, MO 63179								
10	PO-220008	04/21/2022	4866914555510632	1	01-0000-0-5800-101-0000-7150-002-000	NN	P	12.99	12.99
307	PO-220292	04/21/2022	4866914555510632	1	01-0000-0-5800-101-0000-7150-002-000	NN	P	29.99	29.99
1949	PO-221909	04/21/2022	4866914555510632	1	01-3212-0-4300-475-3300-1000-000-000	NN	P	19.99	19.99
2082	PO-222043	04/21/2022	4866914555510632	1	01-0000-0-4300-120-0000-7110-000-000	NN	F	1,768.46	1,776.22
2108	PO-222048	04/21/2022	4866914555510632	1	01-0000-0-4400-105-0000-7200-005-000	NN	F	675.42	675.42
2161	PO-222116	04/21/2022	4866914555510632	1	01-0000-0-5800-106-0000-8200-023-000	NN	P	63.99	63.99
2270	PO-222233	04/21/2022	4866914555510632	1	01-0000-0-5800-105-0000-7200-005-000	NN	F	119.99	119.99
2393	PO-222353	04/21/2022	4866914555510632	1	01-8150-0-4300-106-0000-8110-023-000	NN	F	13.95	13.95
2498	PO-222443	04/21/2022	4866914555510632	1	01-0000-0-4300-120-0000-7110-000-000	NN	F	50.34	50.34
TOTAL PAYMENT AMOUNT					2,762.88 *			2,762.88	
010552/00	WAXIE SANITARY SUPPLY P.O. BOX 748802 LOS ANGELES, CA 90074-8802								
141	PO-220129	04/21/2022	80794306	2	01-0000-0-4300-111-0000-8200-023-991	NN	P	67.19	67.19
141	PO-220129	04/21/2022	80794301	2	01-0000-0-4300-111-0000-8200-023-991	NN	P	111.54	111.54
141	PO-220129	04/21/2022	80801537	2	01-0000-0-4300-111-0000-8200-023-991	NN	P	43.19	43.19
TOTAL PAYMENT AMOUNT					221.92 *			221.92	

081 CENTER UNIFIED SCHOOL DISTRICT J49548

ACCOUNTS PAYABLE PRELIST
BATCH: 0066 4/21/22 AP RUN
FUND : 01 GENERAL FUNDAPY500 L.00.19 04/21/22 09:40 PAGE 10
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
022630/00	WOODBURN PRESS							
	PO BOX 329							
	DAYTON, OH 95409							
2595 PO-222588 04/21/2022 21019			1 01-9315-0-4300-601-1110-1000-017-107 NN F	4,211.49	4,211.49			
			TOTAL PAYMENT AMOUNT	4,211.49 *	4,211.49			
			TOTAL FUND PAYMENT	139,338.87 **	139,338.87			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
011602/00	DANIELSEN CO., THE 435 SOUTHGATE COURT CHICO, CA 95928								
1721 PO-221739	04/21/2022	275965	1	13-5310-0-4700-108-0000-3700-020-000	NN P			2,230.42	2,230.42
1721 PO-221739	04/21/2022	275965	2	13-5310-0-4300-108-0000-3700-020-000	NN P			1,820.78	1,820.78
TOTAL PAYMENT AMOUNT				4,051.20 *					4,051.20
016279/00	P&R PAPER SUPPLY P.O. BOX 590 REDLANDS, CA 92373								
34 PO-220030	04/21/2022	60029762-00	1	13-5310-0-4300-108-0000-3700-020-000	NN P			2,168.59	2,168.59
TOTAL PAYMENT AMOUNT				2,168.59 *					2,168.59
011422/00	SYSCO OF SAN FRANCISCO PO BOX 138007 SACRAMENTO, CA 95813-8007								
1510 PO-221477	04/21/2022	331671412	2	13-5310-0-4300-108-0000-3700-020-000	NN P			8.73	8.73
1510 PO-221477	04/21/2022	331673873	2	13-5310-0-4300-108-0000-3700-020-000	NN M			0.00	-8.73
1510 PO-221477	04/21/2022	331671411	2	13-5310-0-4300-108-0000-3700-020-000	NN P			1,841.23	1,841.23
1510 PO-221477	04/21/2022	331671413	1	13-5310-0-4700-108-0000-3700-020-000	NN P			1,763.85	1,763.85
1510 PO-221477	04/21/2022	331681135	1	13-5310-0-4700-108-0000-3700-020-000	NN P			3,417.77	3,417.77
1510 PO-221477	04/21/2022	331681135	2	13-5310-0-4300-108-0000-3700-020-000	NN P			1,858.69	1,858.69
TOTAL PAYMENT AMOUNT				8,881.54 *					8,881.54
010902/00	U.S. BANK CORPORATE PAYMENT SYSTEMS PO BOX 790428 ST. LOUIS, MO 63179								
2054 PO-222020	04/21/2022	4866914555510632	1	13-5310-0-4300-108-0000-3700-020-000	NN F			235.07	235.06
2057 PO-222021	04/21/2022	4866914555510632	1	13-5310-0-4300-108-0000-3700-020-000	NN F			26.82	26.82
2187 PO-222149	04/21/2022	4866914555510632	1	13-5310-0-4300-108-0000-3700-020-000	NN F			46.77	46.77
2209 PO-222179	04/21/2022	4866914555510632	1	13-5310-0-4700-108-0000-3700-020-000	NN F			74.89	74.89
TOTAL PAYMENT AMOUNT				383.54 *					383.54
TOTAL FUND			PAYMENT	15,484.87 **					15,484.87

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
018894/00	CLARK & SULLIVAN CONSTRUCTION							
	1340 BLUE OAKS BLVD #150							
	ROSEVILLE, CA 95678							
2588 PO-222551	04/21/2022 APP#2	3/1/22-3/31/22	1 21-9010-0-6243-242-0000-8500-007-628 NN P	857,504.00	857,504.00			
	TOTAL PAYMENT AMOUNT			857,504.00 *	857,504.00			
	TOTAL FUND PAYMENT			857,504.00 **	857,504.00			
	TOTAL BATCH PAYMENT			1,012,327.74 ***	0.00			1,012,327.74
	TOTAL DISTRICT PAYMENT			1,012,327.74 ****	0.00			1,012,327.74
	TOTAL FOR ALL DISTRICTS:			1,012,327.74 ****	0.00			1,012,327.74
Number of checks to be printed: 48, not counting voids due to stub overflows.					1,012,327.74			

Batch status: A All

From batch: 0068

To batch: 0068

Include Revolving Cash: Y

Include Address: Y

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL	FUNC RES DEP T9MPS	Liq Amt	Net Amount	
011802/00	A-Z BUS SALES INC. PO BOX 102479 PASADENA, CA 91189-2479							
80 PO-220067	04/28/2022	01P719732	1	01-0740-0-4300-112-0000-3600-022-203	NN P	359.54	359.54	
80 PO-220067	04/28/2022	02P492307	1	01-0740-0-4300-112-0000-3600-022-203	NN P	331.02	331.02	
TOTAL PAYMENT AMOUNT				690.56 *			690.56	
017647/00	ACT FINANCE P.O. BOX 4072 IOWA CITY, IA 52243-4072							
2752 PO-222716	04/28/2022	32371721	1	01-3010-0-5800-371-1110-1000-012-000	NN F	368.00	368.00	
TOTAL PAYMENT AMOUNT				368.00 *			368.00	
010669/00	ALHAMBRA & SIERRA SPRINGS P.O. BOX 660579 DALLAS, TX 75266-0579							
2222 PO-222287	04/28/2022	802686118478244	1	01-0740-0-4300-601-1110-1000-017-107	NN P	44.92	44.92	
2222 PO-222287	04/28/2022	802686118478244	2	01-0740-0-5610-601-1110-1000-017-107	NN P	6.99	6.99	
TOTAL PAYMENT AMOUNT				51.91 *			51.91	
019533/00	ALL PRO BACKFLOW INC P.O. BOX 2193 FOLSOM, CA 95763							
2430 PO-222398	04/28/2022	22-748	1	01-8150-0-6500-106-0000-8110-023-000	NN F	24,251.58	24,251.58	
TOTAL PAYMENT AMOUNT				24,251.58 *			24,251.58	
019362/00	AMAZON CAPITAL SERVICES INC P.O. BOX 035184 SEATTLE, WA 98124-5184							
2115 PO-222106	04/28/2022	1T3R-YCQK-T7WN	1	01-6300-0-4200-472-1110-1000-014-000	NN M	0.00	-15.32	
2115 PO-222106	04/28/2022	1YDC-9QMT-41X3	1	01-6300-0-4200-472-1110-1000-014-000	NN M	0.00	-29.92	
2115 PO-222106	04/28/2022	17WV-DYX6-PMC9	2	01-0409-0-4200-472-0000-2420-014-000	NN P	152.58	152.58	
2115 PO-222106	04/28/2022	1T3R-YCQK-PGQ1	2	01-0409-0-4200-472-0000-2420-014-000	NN P	48.80	48.80	
2115 PO-222106	04/28/2022	1VVT-3TW4-G1DM	1	01-6300-0-4200-472-1110-1000-014-000	NN P	742.79	742.79	
2268 PO-222231	04/28/2022	1W3X-WLJ3-K69C	1	01-3010-0-4300-601-1421-1000-017-931	NN M	0.00	-26.70	
2268 PO-222231	04/28/2022	14DT-RMRY-4HVN	1	01-3010-0-4300-601-1421-1000-017-931	NN M	0.00	-38.82	
2268 PO-222231	04/28/2022	1C7C-3VHF-JX44	1	01-3010-0-4300-601-1421-1000-017-931	NN P	4,241.54	4,241.54	
2268 PO-222231	04/28/2022	1MCH-4KG6-VLWX	1	01-3010-0-4300-601-1421-1000-017-931	NN F	720.13	758.89	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount	

019362 (CONTINUED)

2268	PO-222231	04/28/2022	1MCH-4KG6-VLWX	2	01-5632-0-4300-601-1421-1000-017-107	NN F	13.45	13.45
2479	PO-222472	04/28/2022	1YGP-VFMN-61P6	1	01-0000-0-4300-472-0000-2700-014-000	NN F	73.31	73.31
2506	PO-222483	04/28/2022	1WFY-JKXH-36WT	1	01-0076-0-4300-472-1110-4200-014-808	NN F	713.18	713.18
2514	PO-222488	04/28/2022	1P6C-RDGX-W6CX	1	01-6300-0-4200-472-1110-1000-014-000	NN F	399.17	399.17
2515	PO-222489	04/28/2022	1QPR-VFRQ-FCCJ	1	01-0076-0-4300-472-1110-4200-014-812	NN F	593.78	593.77
2517	PO-222491	04/28/2022	1K6K-J9R4-HNXP	1	01-0076-0-4300-472-1110-4200-014-000	NN F	413.70	413.70
2518	PO-222492	04/28/2022	1FGX-WYFY-K3MF	1	01-0000-0-4300-472-1500-1000-014-000	NN F	132.21	132.21
2533	PO-222501	04/28/2022	19F6-1PJW-7JT6	1	01-0000-0-4300-472-1655-1000-014-000	NN F	327.11	327.11
2557	PO-222508	04/28/2022	1KV3-JWWQ-6D1X	1	01-3212-0-4400-371-1110-1000-012-736	NN F	606.03	604.26
2591	PO-222511	04/28/2022	1MTJ-G317-QC1P	1	01-0000-0-4300-115-0000-7700-021-000	NN F	853.00	853.00
2645	PO-222598	04/28/2022	1FTN-K3JG-T3FQ	1	01-0000-0-4300-234-1110-1000-008-000	NN P	472.40	472.40
2645	PO-222598	04/28/2022	1VGC-XM9X-41PV	1	01-0000-0-4300-234-1110-1000-008-000	NN F	182.46	172.32
2656	PO-222611	04/28/2022	1KV9-N6HD-F1LC	1	01-6300-0-4300-240-1110-1000-011-000	NN F	727.28	734.75
2673	PO-222626	04/28/2022	1P4G-KH44-1PCX	1	01-0000-0-4300-115-0000-7700-021-000	NN F	208.21	208.15
2462	PO-222692	04/28/2022	1FTN-K3JG-T3FQ	1	01-0000-0-4300-234-1110-1000-008-000	NN F	709.46	66.78
TOTAL PAYMENT AMOUNT					11,611.40 *			11,611.40

010564/00 APPLE COMPUTER
P.O. BOX 846095
DALLAS, TX 75284-6095

2347	PO-222303	04/28/2022	AH35695974	1	01-6500-0-4400-102-5760-1110-019-000	NN F	757.17	757.17
2359	PO-222306	04/28/2022	AH36665033	1	01-3212-0-4400-371-1110-1000-012-705	NN F	10,977.57	10,977.57
2359	PO-222306	04/28/2022	AH36665033	2	01-3212-0-4300-371-1110-1000-012-705	NN P	48.00	48.00
2359	PO-222306	04/28/2022	AH32055842	2	01-3212-0-4300-371-1110-1000-012-705	NN F	1,538.67	1,538.67
2545	PO-222461	04/28/2022	AH37427017	1	01-3212-0-4300-240-1110-1000-011-705	NN F	575.39	575.39
2594	PO-222513	04/28/2022	AH37521020	1	01-7220-0-4300-472-1110-1000-014-105	NN P	603.40	603.40
2594	PO-222513	04/28/2022	AH38555144	1	01-7220-0-4300-472-1110-1000-014-105	NN F	501.04	501.04
TOTAL PAYMENT AMOUNT					15,001.24 *			15,001.24

021097/00 ASSOCIATED VALUATION SERVICES
1320 Standiford Ave, PMB 4-256
MODESTO, CA 95350

2774	PO-222727	04/28/2022	6986	1	01-0000-0-5800-105-0000-7200-005-000	NN F	2,243.16	2,243.16
TOTAL PAYMENT AMOUNT					2,243.16 *			2,243.16

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount	

018533/00 ATKINSON ANDELSON LOYA RUDD
12800 CENTER CT. DR.SUITE 300
CERRITOS, CA 90703-9364

1035 PO-221008 04/28/2022 647985

3 01-0000-0-5880-105-0000-7200-005-000 NE P	8,951.25	8,951.25
TOTAL PAYMENT AMOUNT	8,951.25 *	8,951.25

019504/00 B & H PHOTO-VIDEO
REMITTANCE PROCESSING CENTER
P.O. BOX 28072
NEW YORK, NY 10087-8072

2169 PO-222134 04/28/2022 199931526
2169 PO-222134 04/28/2022 199821593
2169 PO-222134 04/28/2022 199674658
2169 PO-222134 04/28/2022 199674658
2169 PO-222134 04/28/2022 200368319
2169 PO-222134 04/28/2022 201149838

1 01-6387-0-4300-472-1110-1000-019-000 NN P	16.15	16.15
1 01-6387-0-4300-472-1110-1000-019-000 NN P	165.06	165.06
2 01-6387-0-4400-472-1110-1000-019-000 NN P	6,796.00	6,796.00
1 01-6387-0-4300-472-1110-1000-019-000 NN P	4,751.15	4,870.73
2 01-6387-0-4400-472-1110-1000-019-000 NN P	193.09	193.09
2 01-6387-0-4400-472-1110-1000-019-000 NN P	150.85	150.85
TOTAL PAYMENT AMOUNT	12,191.88 *	12,191.88

022632/00 BIG SIGNS.COM INC
22 S. HARBOR
SUITE 101
GRAND HAVEN, MI 49417

2314 PO-222336 04/28/2022 16724

1 01-0076-0-5800-472-1110-4200-014-000 YN F	9,297.75	8,629.00
TOTAL PAYMENT AMOUNT	8,629.00 *	8,629.00
TOTAL USE TAX AMOUNT		668.75

010139/00 BLUUM USA, INC
ACCOUNTS RECEIVABLE
4675 E. COTTON CENTER BLVD
SUITE 155
PHOENIX, AZ 85040

2404 PO-222366 04/28/2022 336317

1 01-0000-0-4300-115-0000-7700-021-000 NN F	762.87	762.87
TOTAL PAYMENT AMOUNT	762.87 *	762.87

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			
013988/00	BUTTES/CENTER STATE PIPE & SUPPLY PO BOX 845768 LOS ANGELES, CA 90084-5768							
1605 PO-221580	04/28/2022	S012470727.001	1 01-8150-0-4300-106-0000-8110-023-000 NN P	65.59	65.59			
1605 PO-221580	04/28/2022	S012435192.001	1 01-8150-0-4300-106-0000-8110-023-000 NN F	498.34	588.91			
TOTAL PAYMENT AMOUNT				654.50 *	654.50			
020540/00	CALIFORNIA AMERICAN WATER CO ATTN: TRACY WILLIAMS 8657 GRAND AVENUE ROSEMEAD, CA 91770							
132 PO-220121	04/28/2022	1015-210038466358	1 01-0000-0-5520-106-0000-8110-023-000 NN P	15,408.82	15,408.82			
TOTAL PAYMENT AMOUNT				15,408.82 *	15,408.82			
019750/00	CAPITAL PROGRAM MGMT INC 1851 HERITAGE LANE, SUITE 210 SACRAMENTO, CA 95815							
1123 PO-221100	04/28/2022	#62	3 01-3213-0-6272-472-9265-8500-007-641 NN P	379.63	379.63			
1123 PO-221100	04/28/2022	#62	4 01-3213-0-6272-236-9265-8500-007-642 NN P	379.62	379.62			
TOTAL PAYMENT AMOUNT				759.25 *	759.25			
016137/00	CARRASCO, ELIZABETH 5323 ELGIN HILLS WAY ANTELOPE, CA 95843							
2753 PO-222707	04/28/2022	REIMBURSE	1 01-0000-0-5210-240-0000-2420-011-000 NN F	120.51	120.51			
TOTAL PAYMENT AMOUNT				120.51 *	120.51			
020305/00	CDW GOVERNMENT INC. 75 REMITTANCE DRIVE SUITE 1515 CHICAGO, IL 60675-1515							
2291 PO-222271	04/28/2022	V432626	1 01-3212-0-4300-371-1110-1000-012-705 NN F	14,743.78	14,743.78			
2531 PO-222454	04/28/2022	V984100	1 01-0000-0-5800-115-0000-7700-021-000 NN F	861.50	861.50			
2532 PO-222455	04/28/2022	V562070	1 01-0000-0-4300-115-0000-7700-021-000 NN F	768.43	768.43			
2410 PO-222470	04/28/2022	V636264	1 01-0000-0-4300-472-1110-1000-014-000 NN F	102.92	102.92			
TOTAL PAYMENT AMOUNT				16,476.63 *	16,476.63			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP	T9MPS	Liq Amt	Net Amount
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010407/00	CENTER UNIFIED REVOLVING FUND 8408 WATT AVE. ANTELOPE, CA 95843								
2769	PO-222723	04/28/2022	81504491	1	01-0000-0-1105-238-1110-1000-000-000	NN	F	79.47	79.47
2769	PO-222723	04/28/2022	81504491	2	01-0076-0-1105-472-1110-4200-014-000	NN	F	79.47	79.47
TOTAL PAYMENT AMOUNT					158.94 *				158.94
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013928/00	CINTAS LOCATION 622 P.O. BOX 29059 PHOENIX, AZ 85038-9059								
140	PO-220128	04/28/2022	4116524659	1	01-0000-0-5800-111-0000-8200-023-000	NN	P	94.09	94.09
140	PO-220128	04/28/2022	4116524667	1	01-0000-0-5800-111-0000-8200-023-000	NN	P	50.68	50.68
140	PO-220128	04/28/2022	4115845587	1	01-0000-0-5800-111-0000-8200-023-000	NN	P	11.54	11.54
140	PO-220128	04/28/2022	4115845536	1	01-0000-0-5800-111-0000-8200-023-000	NN	P	136.73	136.73
140	PO-220128	04/28/2022	4115845655	1	01-0000-0-5800-111-0000-8200-023-000	NN	P	19.81	19.81
140	PO-220128	04/28/2022	4115167740	1	01-0000-0-5800-111-0000-8200-023-000	NN	P	104.43	104.43
140	PO-220128	04/28/2022	4114472656	1	01-0000-0-5800-111-0000-8200-023-000	NN	P	29.26	70.19
140	PO-220128	04/28/2022	4117198123	1	01-0000-0-5800-111-0000-8200-023-000	NN	P	0.00	73.97
140	PO-220128	04/28/2022	4117198040	1	01-0000-0-5800-111-0000-8200-023-000	NN	F	0.00	68.73
TOTAL PAYMENT AMOUNT					630.17 *				630.17
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018180/00	CITRUS HEIGHTS SAW & MOWER 7238 AUBURN BLVD. CITRUS HEIGHTS, CA 95610								
2771	PO-222730	04/28/2022	598732	1	01-0000-0-5600-106-0000-8110-023-000	NN	F	459.95	459.95
2771	PO-222730	04/28/2022	598732	2	01-0000-0-4300-106-0000-8110-023-000	NN	F	2,406.64	2,406.64
TOTAL PAYMENT AMOUNT					2,866.59 *				2,866.59
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021813/00	CONSOLIDATED COMMUNICATIONS PO BOX 66523 SAINT LOUIS, MO 63166-6523								
158	PO-220145	04/28/2022	916-773-4131/0	1	01-0000-0-5900-106-0000-8110-023-000	NN	P	1,239.56	1,239.56
TOTAL PAYMENT AMOUNT					1,239.56 *				1,239.56

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP	T9MPS	Liq Amt	Net Amount
010481/00	DEMCO INC							
	P.O. BOX 8048							
	MADISON, WI 53708-8048							
2487 PO-222475	04/28/2022	7112532	1	01-0409-0-4300-472-0000-2420-014-000	NN F		419.29	419.28
TOTAL PAYMENT AMOUNT							419.28 *	419.28
019943/00	DOCUMENT TRACKING SERVICES							
	10606 CAMINO RUIZ							
	SUITE 8-132							
	San Diego, CA 92126							
2634 PO-222724	04/28/2022	T-958430046	1	01-0740-0-5800-103-4760-1000-019-000	NY F		2,189.46	2,189.46
TOTAL PAYMENT AMOUNT							2,189.46 *	2,189.46
010336/00	ECOTECH PEST MANAGEMENT INC							
	P.O. BOX 160522							
	SACRAMENTO, CA 95816							
2759 PO-222720	04/28/2022	57869	1	01-0000-0-5500-106-0000-8110-023-000	NN F		900.00	900.00
TOTAL PAYMENT AMOUNT							900.00 *	900.00
010977/00	ELK GROVE FORD							
	9645 AUTO CENTER DRIVE							
	ELK GROVE, CA 95757							
2772 PO-222731	04/28/2022	36988	1	01-0201-0-6400-106-0000-8200-023-000	NN F		44,663.34	44,663.34
TOTAL PAYMENT AMOUNT							44,663.34 *	44,663.34
010592/00	EWING IRRIGATION PRODUCTS INC							
	P.O. BOX 208728							
	DALLAS, TX 75320-8728							
2111 PO-222065	04/28/2022	16571723	1	01-0000-0-4300-106-0000-8110-023-000	NN P		1,228.40	1,228.40
2111 PO-222065	04/28/2022	16571745	1	01-0000-0-4300-106-0000-8110-023-000	NN P		85.09	85.09
TOTAL PAYMENT AMOUNT							1,313.49 *	1,313.49

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO	P	OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount		

019662/00	FARREL, JASON								
	8415 LAKEHAVEN CT								
	FAIR OAKS, CA 95628								
2719	PO-222677	04/28/2022	REIMBURSE	1	01-3010-0-5800-236-1110-1000-009-102 NN F	142.83	142.83		
2719	PO-222677	04/28/2022	REIMBURSE	2	01-3010-0-5200-236-1110-2700-009-103 NN F	2,243.88	2,243.88		
2719	PO-222677	04/28/2022	REIMBURSE	3	01-0000-0-4300-236-1110-1000-009-000 NN F	119.99	119.99		
			TOTAL PAYMENT AMOUNT		2,506.70 *		2,506.70		
017005/00	FERGUSON ENTERPRISES INC #686								
	PO BOX 740827								
	LOS ANGELES, CA 90074-0827								
137	PO-220125	04/28/2022	9803441-1	1	01-8150-0-4300-106-0000-8110-023-000 NN P	28.00	28.00		
			TOTAL PAYMENT AMOUNT		28.00 *		28.00		
011768/00	GIRARD EDWARDS STEVENS &								
	TUCKER LLP								
	8801 FOLSOM BLVD.,STE 285								
	SACRAMENTO, CA 95826								
2621	PO-222516	04/28/2022	4012	1	01-0000-0-5800-105-0000-7200-005-000 NE P	235.31	235.31		
			TOTAL PAYMENT AMOUNT		235.31 *		235.31		
020514/00	GLASS WEST INC								
	3033 DULUTH ST.								
	WEST SACRAMENTO, CA 95691								
121	PO-220109	04/28/2022	46418	1	01-8150-0-4300-106-0000-8110-023-000 NN P	998.00	998.00		
121	PO-220109	04/28/2022	46406	1	01-8150-0-4300-106-0000-8110-023-000 NN P	584.00	584.00		
			TOTAL PAYMENT AMOUNT		1,582.00 *		1,582.00		
010191/00	GRAINGER								
	DEPT 819394545								
	PALATINE, IL 60038-0001								
142	PO-220130	04/28/2022	9278600110	1	01-8150-0-4300-106-0000-8110-023-000 NN P	395.94	395.94		
			TOTAL PAYMENT AMOUNT		395.94 *		395.94		

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt
Net Amount								
018992/00	GREEN ACRES NURSERY & SUPPLY 901 GALLERIA BLVD ROSEVILLE, CA 95678							
155	PO-220142	04/28/2022	01-002-220421-024	1	01-0000-0-4300-106-0000-8110-023-000	NN	P	246.25
TOTAL PAYMENT AMOUNT								246.25
016963/00	HEARTLAND ALLIANCE HEALTH 208 S LASALLE ST., STE 1300 CHICAGO, IL 60604							
557	PO-220524	04/28/2022	20254	1	01-0740-0-5800-103-4760-1000-019-000	NN	P	175.50
TOTAL PAYMENT AMOUNT								175.50
022670/00	HEGGERTY PHONEMIC AWARENESS 805 LAKE STREET #293 OAK PARK, IL 60301							
2651	PO-222606	04/28/2022	198274	1	01-0000-0-4300-240-1110-1000-011-938	NN	F	1,598.80
TOTAL PAYMENT AMOUNT								1,598.78
011219/00	HILLYARD SACRAMENTO PO BOX 801400 KANSAS CITY, MO 64180-1400							
379	PO-220354	04/28/2022	604707878	1	01-0000-0-4300-111-0000-8200-023-000	NN	P	3,482.82
TOTAL PAYMENT AMOUNT								3,482.82
010830/00	HOLT OF CALIFORNIA P.O. BOX 100001 SACRAMENTO, CA 95813							
2750	PO-222713	04/28/2022	SW050325598	1	01-0000-0-5800-106-0000-8110-023-000	NN	F	308.85
TOTAL PAYMENT AMOUNT								308.85

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt
								Net Amount
010939/00	IML SECURITY SUPPLY 3106 S. MAIN ST. SALT LAKE CITY, UT 84115							
2017 PO-221968	04/28/2022	3205508	1	01-8150-0-4300-106-0000-8110-023-000	NN P			69.07
TOTAL PAYMENT AMOUNT								69.07
017653/00	JONES SCHOOL SUPPLY CO. INC P.O. BOX 100197 COLUMBIA, SC 29202							
2717 PO-222664	04/28/2022	1871798	1	01-0000-0-4300-236-1110-1000-009-000	NN F			41.48
TOTAL PAYMENT AMOUNT								40.94
010355/00	KAISER FOUNDATION HEALTH PLAN P.O. BOX 741562 LOS ANGELES, CA 90074-1562							
PV-220155	04/27/2022	MAY PREMIUM		01-0000-0-9552-000-0000-0000-000-000	NN			137,464.39
PV-220155	04/27/2022	MAY PREMIUM		01-0000-0-9511-000-0000-0000-000-000	NN			17,769.74
TOTAL PAYMENT AMOUNT								155,234.13
022624/00	KAYLA LEMIRE 8619 CHAMONIX WAY ANTELOPE, CA 95843							
2729 PO-222733	04/28/2022	REIMBURSE	1	01-3010-0-4300-238-1110-1000-010-102	NN F			26.43
TOTAL PAYMENT AMOUNT								26.43
016787/00	KOONS, KEVIN 3609 CUMMINGS WAY NORTH HIGHLANDS, CA 95660							
2730 PO-222711	04/28/2022	REIMBURSE	1	01-0000-0-4300-106-0000-7200-023-000	NN F			321.92
TOTAL PAYMENT AMOUNT								321.92

Vendor/Addr Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference Date Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP	T9MPS	Liq Amt	Net Amount

010212/00 LAKESHORE LEARNING MATERIALS 2695 E. DOMINGUEZ ST CARSON, CA 90895							
2507 PO-222484 04/28/2022 799813041322	1	01-3010-0-4300-371-5760-1110-012-102	NN F			257.39	293.22
TOTAL PAYMENT AMOUNT				293.22 *			293.22
021928/00 LAKESHORE LEARNING MATERIALS 2695 E. DOMINGUEZ ST. CARSON, CA 90895							
2627 PO-222572 04/28/2022 812260041822	1	01-0000-0-4300-240-1110-1000-011-938	NN F			324.25	325.32
TOTAL PAYMENT AMOUNT				325.32 *			325.32
021914/00 LOY MATTISON 7038 ALMOND HILL COURT ORANGEVALE, CA 95662							
2748 PO-222706 04/28/2022 020122033122	1	01-0370-0-5800-115-0000-7200-021-000	NY F			1,040.00	1,040.00
TOTAL PAYMENT AMOUNT				1,040.00 *			1,040.00
021705/00 LUX BUS AMERICA CO 851 E. CERRITOS AVENUE ANAHEIM, CA 92805							
2746 PO-222704 04/28/2022 52064	1	01-0740-0-5865-112-0000-3600-022-203	NN F			954.55	954.55
TOTAL PAYMENT AMOUNT				954.55 *			954.55
011025/00 MACKER TEK LTD 501 SILVERSIDE RD. SUITE 105 WILMINGTON, DE 19809							
2386 PO-222352 04/28/2022 1449	1	01-0201-0-4400-106-0000-8300-007-000	NN F			9,675.50	9,675.50
2386 PO-222352 04/28/2022 1449	2	01-0201-0-5800-106-0000-8300-007-000	NN F			4,674.80	4,674.80
TOTAL PAYMENT AMOUNT				14,350.30 *			14,350.30

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Reg Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount	
022406/00	MAXIM HEALTHCARE SERVICES INC							
	12558 COLLECTIONS CENTER DR.							
	CHICAGO, IL 60693							
2245 PO-222208	04/28/2022	E5436100262	1	01-7422-0-5800-102-5760-3120-019-725	NN F	7,040.44	34,354.55	
2246 PO-222209	04/28/2022	E5436100262	1	01-6500-0-5800-102-5760-1191-019-000	NN P	10,000.00	10,000.00	
TOTAL PAYMENT AMOUNT				44,354.55 *			44,354.55	
020602/00	MCGRAW HILL SCHOOL EDUCATION							
	HOLDINGS LLC							
	LOCKBOX 71545							
	CHICAGO, IL 60694-1545							
1644 PO-221615	04/28/2022	122580603001	1	01-6300-0-4300-236-1110-1000-009-000	NN P	127.41	127.41	
1644 PO-221615	04/28/2022	122653216001	1	01-6300-0-4300-236-1110-1000-009-000	NN F	80.85	57.43	
TOTAL PAYMENT AMOUNT				184.84 *			184.84	
016575/00	MGM TRANSPORTATION INC							
	7040 30TH ST.							
	NORTH HIGHLANDS, CA 95660							
1025 PO-220997	04/28/2022	607	1	01-0740-0-5865-112-0000-3600-022-203	NN P	1,200.00	1,200.00	
2757 PO-222719	04/28/2022	658	1	01-0740-0-5865-112-0000-3600-022-203	NN P	2,120.00	2,120.00	
2757 PO-222719	04/28/2022	659	1	01-0740-0-5865-112-0000-3600-022-203	NN F	1,100.00	1,100.00	
2782 PO-222739	04/28/2022	642	1	01-0076-0-5865-472-1110-4200-014-203	NN F	1,000.00	1,000.00	
TOTAL PAYMENT AMOUNT				5,420.00 *			5,420.00	
016087/00	MICHAEL'S TRANSPORTATION SERV.							
	140 YOLANO DRIVE							
	VALLEJO, CA 94589							
2454 PO-222700	04/28/2022	116575	1	01-0740-0-5800-112-0000-3600-022-203	NN F	5,450.00	5,450.00	
TOTAL PAYMENT AMOUNT				5,450.00 *			5,450.00	
022163/00	ODYSSEY LEARNING CENTER INC							
	7150 SANTA JUANITA AVE.							
	ORANGEVALE, CA 95662							
2089 PO-222076	04/28/2022	8004350	1	01-6500-0-5800-102-5760-1180-019-000	NN P	8,119.38	8,119.38	
TOTAL PAYMENT AMOUNT				8,119.38 *			8,119.38	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL	FUNC RES DEP T9MPS	Liq Amt	Net Amount		
017576/00	OFFICE DEPOT							
	P.O. BOX 29248							
	PHOENIX, AZ 85038-9248							
1771 PO-221747	04/28/2022	224450352001	1 01-0000-0-4300-234-1110-1000-008-000	NN M	0.00	-53.79		
1771 PO-221747	04/28/2022	224450355001	1 01-0000-0-4300-234-1110-1000-008-000	NN M	0.00	-46.42		
1771 PO-221747	04/28/2022	222517523001	1 01-0000-0-4300-234-1110-1000-008-000	NN P	20.60	20.60		
1771 PO-221747	04/28/2022	222517522001	1 01-0000-0-4300-234-1110-1000-008-000	NN P	100.21	100.21		
1771 PO-221747	04/28/2022	226104105001	1 01-0000-0-4300-234-1110-1000-008-000	NN P	42.50	67.02		
2093 PO-222051	04/28/2022	229156497001	1 01-3010-0-4300-371-1110-1000-012-102	NN P	459.88	459.88		
2093 PO-222051	04/28/2022	229156501001	1 01-3010-0-4300-371-1110-1000-012-102	NN P	48.78	48.78		
2093 PO-222051	04/28/2022	229156500001	1 01-3010-0-4300-371-1110-1000-012-102	NN P	1,170.23	1,170.23		
2071 PO-222104	04/28/2022	229952971001	1 01-0000-0-4300-106-0000-7200-007-000	NN P	34.91	34.91		
2071 PO-222104	04/28/2022	232649273001	1 01-0000-0-4300-106-0000-7200-007-000	NN P	21.63	21.63		
2241 PO-222197	04/28/2022	232319926001	1 01-0000-0-4300-238-1110-1000-010-000	NN F	22.27	22.27		
2241 PO-222197	04/28/2022	232319926001	2 01-6300-0-4300-238-1110-1000-010-000	NN P	38.41	38.41		
2241 PO-222197	04/28/2022	232319926002	2 01-6300-0-4300-238-1110-1000-010-000	NN P	12.61	12.61		
2241 PO-222197	04/28/2022	232319927001	2 01-6300-0-4300-238-1110-1000-010-000	NN F	3.22	3.22		
2257 PO-222217	04/28/2022	233088232001	1 01-6500-0-4300-102-5760-1191-019-000	NN P	34.93	34.93		
2276 PO-222222	04/28/2022	232676988001	1 01-0000-0-4300-105-0000-7200-005-000	NN M	0.00	-21.86		
2276 PO-222222	04/28/2022	232851277001	1 01-0000-0-4300-105-0000-7200-005-000	NN P	13.46	13.46		
2276 PO-222222	04/28/2022	232851272001	1 01-0000-0-4300-105-0000-7200-005-000	NN P	47.21	47.21		
2424 PO-222392	04/28/2022	237851709001	1 01-3010-0-4300-236-1110-1000-009-102	NN P	404.81	404.81		
2424 PO-222392	04/28/2022	237851712001	1 01-3010-0-4300-236-1110-1000-009-102	NN P	19.72	19.72		
2424 PO-222392	04/28/2022	237853512001	1 01-3010-0-4300-236-1110-1000-009-102	NN P	12.62	12.62		
2424 PO-222392	04/28/2022	237853666001	1 01-3010-0-4300-236-1110-1000-009-102	NN P	38.62	38.62		
2424 PO-222392	04/28/2022	237851711001	1 01-3010-0-4300-236-1110-1000-009-102	NN F	57.36	57.64		
2474 PO-222420	04/28/2022	237875897001	1 01-4203-0-4300-103-4760-1000-019-103	NN P	35.28	35.28		
2474 PO-222420	04/28/2022	237864129001	1 01-4203-0-4300-103-4760-1000-019-103	NN P	18.09	18.09		
2474 PO-222420	04/28/2022	237864128001	1 01-4203-0-4300-103-4760-1000-019-103	NN F	236.98	233.07		
2687 PO-222634	04/28/2022	239438935001	1 01-3010-0-4300-236-1110-1000-009-102	NN F	526.36	552.78		
2726 PO-222666	04/28/2022	240545589001	1 01-8150-0-4300-106-0000-8110-023-000	NN F	94.07	94.07		
PV-220148	04/27/2022	PO# 220856 (REISS WAR#296178)	01-0000-0-4300-472-1385-1000-014-000	NN		627.09		
PV-220148	04/27/2022	PO# 220941	01-0000-0-4300-472-0000-2700-014-000	NN		118.51		
PV-220148	04/27/2022	PO# 221138	01-0000-0-4300-472-1600-1000-014-000	NN		1,171.46		
PV-220148	04/27/2022	PO# 221266	01-0000-0-4300-236-1110-1000-009-000	NN		476.06		
PV-220148	04/27/2022	PO# 221497	01-3212-0-4300-475-3300-1000-000-000	NN		57.08		
PV-220148	04/27/2022	PO# 221553	01-6500-0-4300-102-5001-2700-019-000	NN		520.41		
PV-220148	04/27/2022	PO# 221553	01-0000-0-4300-472-1655-1000-014-000	NN		8.23		
PV-220148	04/27/2022	PO# 221610	01-0000-0-4300-106-0000-8110-023-000	NN		140.06		
TOTAL PAYMENT AMOUNT					6,558.90 *	6,558.90		

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS	Liq Amt	Net	Amount
019312/00	ONE STONE APPAREL INC 17513 S. BROADWAY ST. GARDENA, CA 90248							
2751 PO-222714	04/28/2022	10469	1	01-0076-0-5800-371-1110-4200-012-000	NN F	425.48	394.88	
TOTAL PAYMENT AMOUNT				394.88 *			394.88	
022639/00	PINEWOOD PROS LLC 5821 HIDDEN WILLOW CT SARASOTA, FL 34238							
2387 PO-222359	04/28/2022	22283	1	01-3212-0-4300-371-1110-1000-012-736	NN F	593.53	593.53	
2387 PO-222359	04/28/2022	22283	2	01-3212-0-4400-371-1110-1000-012-736	NN F	1,649.69	1,649.69	
TOTAL PAYMENT AMOUNT				2,243.22 *			2,243.22	
011345/00	PLACER LEARNING CENTER 5477 EUREKA ROAD GRANITE BAY, CA 95746							
920 PO-220898	04/28/2022	APRIL 2022	1	01-6500-0-5800-102-5760-1180-019-000	NN F	9,393.10	9,393.10	
2355 PO-222305	04/28/2022	APRIL 2022	1	01-6500-0-5800-102-5760-1180-019-000	NN F	21,987.42	21,987.42	
TOTAL PAYMENT AMOUNT				31,380.52 *			31,380.52	
022525/00	POST-IT LLC 7547 WATT AVE., STE.2 NORTH HIGHLANDS, CA 95660							
2456 PO-222699	04/28/2022	FEB LIVE SCAN	1	01-0000-0-5800-110-0000-7200-004-000	NN F	420.00	420.00	
TOTAL PAYMENT AMOUNT				420.00 *			420.00	
021401/00	PRACTI-CAL INC P.O. BOX 981000 WEST SACRAMENTO, CA 95798-100							
2092 PO-222050	04/28/2022	346329	1	01-5640-0-5800-102-0000-2700-019-000	NN P	882.43	882.43	
2092 PO-222050	04/28/2022	346301	1	01-5640-0-5800-102-0000-2700-019-000	NN P	225.56	225.56	
TOTAL PAYMENT AMOUNT				1,107.99 *			1,107.99	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount	
021194/00		PRUDENTIAL OVERALL SUPPLY INC P.O. BOX 11210 SANTA ANA, CA 92711-1210						
99 PO-220091	04/28/2022	180416212	1	01-0740-0-5800-112-0000-3600-022-203	NN P	52.37	52.37	
99 PO-220091	04/28/2022	180416702	1	01-0740-0-5800-112-0000-3600-022-203	NN P	68.55	68.55	
TOTAL PAYMENT AMOUNT						120.92 *	120.92	
022677/00		RIVER CITY FIRE EQUIPMENT CO 2419 SELLERS WAY WEST SACRAMENTO, CA 95691						
2749 PO-222712	04/28/2022	135064	1	01-0000-0-5800-106-0000-8110-023-000	NN F	1,233.86	1,233.86	
TOTAL PAYMENT AMOUNT						1,233.86 *	1,233.86	
010627/00		RIVERVIEW INTERNATIONAL TRUCKS P.O. BOX 716 ACCOUNTS RECEIVABLE WEST SACRAMENTO, CA 95691						
102 PO-220094	04/28/2022	89945	1	01-0740-0-4300-112-0000-3600-022-203	NN P	161.46	161.46	
TOTAL PAYMENT AMOUNT						161.46 *	161.46	
015094/00		ROSSI, BJORN 3316 BLACK EAGLE ANTELOPE, CA 95843						
908 PO-220890	04/28/2022	MARCH MILEAGE	2	01-6500-0-5210-102-5760-1110-019-000	NN P	614.01	614.01	
TOTAL PAYMENT AMOUNT						614.01 *	614.01	
019043/00		RSL SPECIALTY PRODUCTS ADMIN ATTN: ACCOUNTING DEPARTMENT 505 SOUTH LENOLA RD.,STE 231 MOORESTOWN, NJ 08057						
PV-220150	04/27/2022	RSLI SPECIALTY PRODUCTS ADMIN	01-0000-0-9552-000-0000-0000-000	NN		1,110.64	1,110.64	
TOTAL PAYMENT AMOUNT						1,110.64 *	1,110.64	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net Amount			

018912/00	SAFETY-KLEEN CORPORATION							
	P.O. BOX 975201							
	DALLAS, TX 75397-5201							
2781 PO-222738	04/28/2022	88689472-2108151017	1 01-0740-0-4300-112-0000-3600-022-203 NN F	282.31	282.31			
TOTAL PAYMENT AMOUNT				282.31 *	282.31			
020981/00	SAVE MART SUPERMARKETS							
	DEPT. 33486-01							
	P.O. BOX 883486							
	LOS ANGELES, CA 90088-3486							
957 PO-220940	04/28/2022	2295766	1 01-0000-0-4300-472-5760-1110-014-000 NN P	19.13	19.13			
957 PO-220940	04/28/2022	2295765	1 01-0000-0-4300-472-5760-1110-014-000 NN P	24.79	24.79			
TOTAL PAYMENT AMOUNT				43.92 *	43.92			
017174/00	SCHOOL MATE							
	PO BOX 2110							
	KEARNEY, NE 68848-2110							
2463 PO-222693	04/28/2022	IN000567074	1 01-3010-0-4300-234-1110-1000-008-102 NN F	1,420.00	1,420.00			
TOTAL PAYMENT AMOUNT				1,420.00 *	1,420.00			
014786/00	SCHOOL SPECIALTY LLC							
	P.O. BOX 825640							
	cust # 231766							
	PHILADELPHIA, PA 19182-5640							
1811 PO-221784	04/28/2022	308103929483	1 01-3010-0-4300-236-1110-1000-009-102 NN F	365.53	317.83			
1812 PO-221785	04/28/2022	208129336501	1 01-3010-0-4300-236-1110-1000-009-102 NN P	71.00	71.00			
1812 PO-221785	04/28/2022	208129715775	1 01-3010-0-4300-236-1110-1000-009-102 NN F	24.30	24.30			
1813 PO-221786	04/28/2022	208129634986	1 01-3010-0-4300-236-1110-1000-009-102 NN P	47.61	47.61			
1813 PO-221786	04/28/2022	308103939185	1 01-3010-0-4300-236-1110-1000-009-102 NN P	291.42	291.42			
1813 PO-221786	04/28/2022	208129715730	1 01-3010-0-4300-236-1110-1000-009-102 NN F	146.85	48.60			
1814 PO-221787	04/28/2022	308103936490	1 01-3010-0-4300-236-1110-1000-009-102 NN F	227.88	167.64			
TOTAL PAYMENT AMOUNT				968.40 *	968.40			

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			Liq Amt	Net Amount	
016043/00		SHELTONS UNLIMITED MECHANICAL SERVICES P.O. BOX 488 NORTH HIGHLANDS, CA 95660						
1552 PO-221528	04/28/2022	22-30077	1 01-3212-0-6200-106-9265-8500-023-720	NN P		39,437.02	39,437.02	
2397 PO-222355	04/28/2022	22-30078	1 01-3212-0-6200-106-9265-8500-023-720	NN P		18,928.13	18,928.13	
TOTAL PAYMENT AMOUNT			58,365.15 *				58,365.15	
010263/00		SMUD PO BOX 15555 SACRAMENTO, CA 95852-1555						
133 PO-220122	04/28/2022	6819008 3/16/22-4/13/22	1 01-0000-0-5510-106-0000-8110-023-000	NN P		208.71	208.71	
TOTAL PAYMENT AMOUNT			208.71 *				208.71	
015259/00		SUNBELT RENTALS INC P.O. BOX 409211 CUST #604475 ATLANTA, GA 30384-9211						
2780 PO-222737	04/28/2022	124685050-0001	1 01-0000-0-5610-106-0000-8110-023-000	NN F		830.00	830.00	
2780 PO-222737	04/28/2022	124685050-0001	2 01-0000-0-4300-106-0000-8110-023-000	NN F		522.91	522.91	
TOTAL PAYMENT AMOUNT			1,352.91 *				1,352.91	
019383/00		SUTTER HEALTH PLUS P.O. BOX 740143 LOS ANGELES, CA 90074-0143						
PV-220152	04/27/2022	MAY PREMIUM	01-0000-0-9552-000-0000-0000-000-000	NN			93,483.99	
PV-220152	04/27/2022	MAY PREMIUM	01-0000-0-9511-000-0000-0000-000-000	NN			7,206.70	
TOTAL PAYMENT AMOUNT			100,690.69 *				100,690.69	
017419/00		TEAM ONE NETWORKING INC 7621 GALILEE ROAD ROSEVILLE, CA 95678						
2713 PO-222661	04/28/2022	20017	1 01-3212-0-4400-115-1110-1000-021-705	NN F		3,950.94	3,950.94	
TOTAL PAYMENT AMOUNT			3,950.94 *				3,950.94	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL	FUNC RES DEP T9MPS	Liq Amt	Net Amount	
014302/00	THE STEPPING STONES GROUP LLC							
	PO BOX 6280							
	CAROL STREAM, IL 60197							
1848 PO-221826	04/28/2022	M0110694	1	01-6500-0-5800-102-5760-1110-019-000	NY P	4,160.00	4,160.00	
				TOTAL PAYMENT AMOUNT		4,160.00 *	4,160.00	
022682/00	THRIVEPASS INC							
	PO BOX 2633							
	GRAND JUNCTION, CO 81502-2633							
PV-220149	04/27/2022	2022 FSA PRE-FUNDING		01-0000-0-9552-000-0000-0000-000-000	NN		28,056.26	
PV-220151	04/27/2022	4/30/22 PREMIUM		01-0000-0-9552-000-0000-0000-000-000	NN		8,810.97	
PV-220151	04/27/2022	4/30/22 PREMIUM		01-0000-0-9511-000-0000-0000-000-000	NN		533.54	
				TOTAL PAYMENT AMOUNT		37,400.77 *	37,400.77	
010902/00	U.S. BANK							
	CORPORATE PAYMENT SYSTEMS							
	PO BOX 790428							
	ST. LOUIS, MO 63179							
10 PO-220008	04/28/2022	4866914555510632	1	01-0000-0-5800-101-0000-7150-002-000	NN P	12.99	12.99	
307 PO-220292	04/28/2022	4866914555510632	1	01-0000-0-5800-101-0000-7150-002-000	NN F	26.96	29.99	
1949 PO-221909	04/28/2022	4866914555510632	1	01-3212-0-4300-475-3300-1000-000-000	NN P	19.99	19.99	
2161 PO-222116	04/28/2022	4866914555510632	1	01-0000-0-5800-106-0000-8200-023-000	NN P	46.99	46.99	
2297 PO-222253	04/28/2022	4866914555510632	1	01-3215-0-4300-108-0000-3700-020-000	NN F	770.75	770.75	
2325 PO-222283	04/28/2022	4866914555510632	1	01-7422-0-4300-108-0000-3700-020-714	NN F	34.41	34.41	
2374 PO-222333	04/28/2022	4866914555510632	1	01-3212-0-5800-475-3300-1000-000-000	NN F	815.52	815.52	
2384 PO-222358	04/28/2022	4866914555510632	1	01-0000-0-5800-103-0000-2100-019-000	NN F	79.00	79.00	
2384 PO-222358	04/28/2022	4866914555510632	2	01-0000-0-4300-103-0000-2420-019-000	NN F	291.40	291.40	
2426 PO-222394	04/28/2022	4866914555510632	1	01-0000-0-4300-106-0000-8200-023-000	NN F	752.36	752.36	
2428 PO-222396	04/28/2022	4866914555510632	1	01-3215-0-4300-108-0000-3700-020-000	NN F	222.78	222.78	
2468 PO-222417	04/28/2022	4866914555510632	1	01-6387-0-5800-472-1110-1000-019-000	NN F	2,400.00	2,400.00	
2460 PO-222426	04/28/2022	4866914555510632	1	01-8150-0-4300-106-0000-8110-023-000	NN F	924.38	924.38	
2526 PO-222450	04/28/2022	4866914555510632	1	01-0000-0-5200-106-0000-7200-007-000	NN F	76.00	76.00	
2742 PO-222684	04/28/2022	4866914555510632	1	01-0000-0-4300-110-0000-7200-004-000	NN F	30.02	30.02	
2744 PO-222697	04/28/2022	4866914555510632	1	01-0000-0-4300-120-0000-7110-000-000	NN F	78.00	78.00	
2755 PO-222717	04/28/2022	4866914555510632	1	01-0000-0-5610-106-0000-8110-023-000	NN F	551.90	551.90	
				TOTAL PAYMENT AMOUNT		7,136.48 *	7,136.48	

Vendor/Addr Remit name Req Reference Date Description	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
		FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				Liq Amt	Net Amount
018679/00 VANDEN BOS ELECTRIC INC. 502 GUISEPPE COURT #5 ROSEVILLE, CA 95678							
1617 PO-221590 04/28/2022 21511-001		1 01-0370-0-6200-115-0000-8500-021-000 NN F				24,000.00	24,000.00
		TOTAL PAYMENT AMOUNT		24,000.00 *			24,000.00
010552/00 WAXIE SANITARY SUPPLY P.O. BOX 748802 LOS ANGELES, CA 90074-8802							
141 PO-220129 04/28/2022 80836270		2 01-0000-0-4300-111-0000-8200-023-991 NN P				527.71	527.71
		TOTAL PAYMENT AMOUNT		527.71 *			527.71
022221/00 WESTERN HEALTH ADVANTAGE DEPT 34668 PO BOX 39000 SAN FRANCISCO, CA 94139							
PV-220154 04/27/2022 MAY PREMIUM		01-0000-0-9511-000-0000-0000-000-000 NN					8,305.74
		TOTAL PAYMENT AMOUNT		8,305.74 *			8,305.74
022221/02 WESTERN HEALTH ADVANTAGE DEPT 34668 PO BOX 39000 SAN FRANCISCO, CA 94139							
PV-220153 04/27/2022 MAY PREMIUM		01-0000-0-9552-000-0000-0000-000-000 NN					67,721.34
		TOTAL PAYMENT AMOUNT		67,721.34 *			67,721.34
014344/00 WILLIAMS, NICHOLAS 1353 KINGSWOOD DRIVE ROSEVILLE, CA 95678							
2765 PO-222728 04/28/2022 MARCH MILEAGE		1 01-0000-0-5210-115-0000-2420-021-000 NN F				22.35	22.35
		TOTAL PAYMENT AMOUNT		22.35 *			22.35

081 CENTER UNIFIED SCHOOL DISTRICT J49742

ACCOUNTS PAYABLE PRELIST
 BATCH: 0068 4/28/22 AP RUN
 FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
022660/00	YVETTE CRANKE								
	3112 LAZY J COURT								
	ANTELOPE, CA 95843								
2758 PO-222726	04/28/2022	MARCH MILEAGE							
			1	01-6500-0-5210-102-5760-1110-019-000	NN P			64.58	64.58
		TOTAL PAYMENT AMOUNT						64.58 *	64.58
		TOTAL FUND PAYMENT						781,266.59 **	781,266.59
		TOTAL USE TAX AMOUNT							668.75

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP	T9MPS	Liq Amt	Net Amount
019750/00	CAPITAL PROGRAM MGMT INC							
	1851 HERITAGE LANE, SUITE 210							
	SACRAMENTO, CA 95815							
1123	PO-221100 04/28/2022 #62		5	21-9010-0-6272-242-0000-8500-007-628	NN P		13,518.47	13,518.47
1123	PO-221100 04/28/2022 #62		6	21-9010-0-6272-472-0000-8500-007-638	NN P		6,097.18	6,097.18
1123	PO-221100 04/28/2022 #62		7	21-9010-0-6272-472-0000-8500-007-639	NN P		6,431.15	6,431.15
1123	PO-221100 04/28/2022 #62		8	21-9010-0-5800-106-9175-8100-007-000	NN P		3,493.50	3,493.50
	TOTAL PAYMENT AMOUNT			29,540.30 *				29,540.30
017727/00	MASON L. DONALDSON							
	5241 MONITOR AVENUE							
	CARMICHAEL, CA 95608							
1666	PO-221639 04/28/2022 #101		1	21-9010-0-6290-242-0000-8500-007-628	NY P		7,695.00	7,695.00
	TOTAL PAYMENT AMOUNT			7,695.00 *				7,695.00
019627/00	NACHT & LEWIS ARCHITECTS							
	600 Q STREET, SUITE 100							
	SACRAMENTO, CA 95811							
PO-211202	04/28/2022 00014		1	21-0000-0-6215-472-0000-8500-007-638	NN P		4,464.14	4,464.14
PO-211202	04/28/2022 00014		2	21-0000-0-6215-472-0000-8500-007-639	NN P		3,395.26	3,395.26
	TOTAL PAYMENT AMOUNT			7,859.40 *				7,859.40
016984/00	RINCON CONSULTANTS INC							
	180 N. ASHWOOD AVENUE							
	VENTURA, CA 93003							
PO-212280	04/28/2022 33562		1	21-0000-0-6200-472-0000-8500-007-638	NN F		2,417.75	1,098.09
PO-212280	04/28/2022 33563		2	21-0000-0-6200-472-0000-8500-007-639	NN F		1,074.00	890.34
	TOTAL PAYMENT AMOUNT			1,988.43 *				1,988.43
	TOTAL FUND		PAYMENT	47,083.13 **				47,083.13
	TOTAL BATCH PAYMENT			836,118.10 ***		0.00		836,118.10
	TOTAL USE TAX AMOUNT							668.75
	TOTAL DISTRICT PAYMENT			836,118.10 ****		0.00		836,118.10
	TOTAL USE TAX AMOUNT							668.75
	TOTAL FOR ALL DISTRICTS:			836,118.10 ****		0.00		836,118.10
	TOTAL USE TAX AMOUNT							668.75
Number of checks to be printed: 86, not counting voids due to stub overflows.								836,118.10

Board Policy 0415 - EQUITY IN EDUCATION

The Governing Board believes that the diversity that exists among the district's community of students, staff, and community is integral to the district's vision, mission, and goals. The Board establishes this policy in an effort to eliminate all intolerance, inequities of opportunity, and academic disparities in our district. Our schools are centers for culturally diverse learning where all students are educated to their fullest potential. Equity is critical to the success of our students, staff, and community.

A. Definition of Equity

The concept of educational equity goes beyond equality to fostering a barrier-free environment where all students have the opportunity to benefit equally in order to succeed and thrive.

Equity calls on everyone to treat each student as capable of achieving success and recognizes their uniqueness and strengths to ensure that each student achieves academic excellence and becomes responsible citizens of our diverse community.

Equity is an interruption of systems, structures, policies, and practices that privilege some students while discriminating against other students. Strategies that promote equity are intended to ensure fairness to each student.

B. Mission

Center Joint Unified School District will disrupt all forms of discrimination in our school community by:

1. Challenging intolerant behavior that jeopardizes the safety, well being, or learning of others;
2. Accepting that equity of educational opportunity requires that proactive steps be taken to address implicit biases and institutional barriers to equity;
3. Countering conscious or unconscious biases and barriers that result in inequitable opportunities or academic outcomes for students based on their real or perceived personal characteristics such as race, color, ethnicity, national origin, religion, disability, sex, sexual orientation, gender, gender identity, gender expression, age, English language proficiency, or foster, housing, immigration or socioeconomic status;
4. Actively and continuously eliminating disparities in educational opportunities in its schools by creating and supporting an environment of equal, equitable, unbiased, and culturally responsive learning in a fair and safe system.
5. Taking active measures to provide an inclusive and emotionally supportive environment, free from discrimination.

Board Policy 0415 - EQUITY IN EDUCATION

6. Setting expectations that the Center community will take active measures to:
 - a. Develop and promote a culture of high expectations for students, staff and community;
 - b. Identify and eliminate inequities in access to opportunities;
 - c. Continuously raise the level of achievement for each student while eliminating academic disparities;
 - d. Ensure that personal characteristics (real or perceived) will not predict any individual's educational outcomes;
 - e. Recognize and aggressively address academic and opportunity gaps;
 - f. Actively recruit, support, and retain a diverse workforce;
 - g. Actively train and support all administrators, teachers, and staff in implementing this policy including creating culturally affirming and relevant classrooms and schools;
 - h. Engage with students, staff, and community to build and sustain a culture emblematic of the ideals of this Equity Policy;
 - i. Equitably allocate resources to accomplish these goals.

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Superintendent's Office	Action Item <u> X </u>
To:	Board of Trustees	Information Item <u> </u>
Date:	May 18, 2022	# Attached Pages <u> </u>
From:	Scott A. Loehr, Superintendent	
Principal/Administrator Initials:	<u> </u>	

SUBJECT: WestEd – Diversity, Equity, and Inclusion

The district, through board direction has been pursuing contracting with an organization to provide training to all staff members around culturally responsive practices. District staff has been pursuing this with multiple organizations and as a result of this research have determined that before we can establish specific training, we need to set a foundation for this work. This effort is not a one-time professional development class, but rather a multi-year process to develop a system-wide change to better serve our students, staff, and a community.

The district staff is proposing that we partner with WestEd for this ongoing work. WestEd is a national leader in research, development, and service. WestEd takes on the toughest and most enduring challenges in education and human development. Their diverse staff collaborate with everyone from preschool teachers to federal policymakers to reduce opportunity gaps and promote positive outcomes for all children and adults. A steadfast commitment to equity, diversity, and inclusion is central to that work.

Engaging at the local, state and national levels, WestEd provides a range of services – research and evaluation, professional learning, technical assistance, and policy guidance. Their work is tailored to the needs of the field and the context of particular clients, rooted in data, and informed by research.

The initial phase of this service will be delivered in partnership with WestEd and will begin the process to further develop and enhance a district-wide culture of diversity, equity, and inclusion. Before completion of this initial scope of work, we will return to the board with a proposal for our next phase to continue the work.

RECOMMENDATION: The CJUSD Board of Trustees approve the attached scope of work with WestEd.



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Center Joint Unified School District
Scope of Work DRAFT
May 5, 2022

Establishing a district-level, systems approach to implementing Culturally Responsive and Sustaining Education (CRSE)

Outcomes

- Facilitate capacity building of district equity taskforce to deepen understanding of CRSE approaches and practices
- Co-develop short- and long-term strategic plans to steward CRSE capacity building across the district, including teachers and school staff
- Provide strategic coaching support in CRSE and professional learning for district equity taskforce
- Provide communication and messaging support to equity task force members to articulate programs, engage stakeholder groups, communicate progress towards goals, etc.

Planning meetings and equity taskforce convenings will have at least two facilitators to support small and whole group activities and structured conversations

Dates	TA Support and Facilitation	Possible Outcomes
July-August	Meet with district planning team to design an action plan and learning agenda for equity task force (2- 2-hour planning sessions/month)	District-wide CRSE implementation team Establishment of CRSE priority and committed/ strategic actions Continuous improvement strategy to monitor outcomes and address challenges/gaps
September	Convene the equity task force for: 1) a kickoff/orientation to the work, and 2) to build a shared mission and vision around the equity taskforce priorities and data-informed needs (2- three-hour (half-day) sessions September) Debrief session for kickoff with planning team (60-min)	Generate a strategic plan for CRSE implementation

<p>Oct-March 2022</p>	<p>Monthly convenings (90-120 minutes) with equity taskforce according to established learning agenda with both facilitated content (see below sample sessions), and guided collaborative processes aimed at the systemic alignment of adult practices to CRSE/equity goals previously established by the team (guided by WestEd partners)</p> <p>Two 60-minute guided reflection sessions/office-hours for Equity Taskforce Leads (Oct, Jan)</p> <p>Monthly planning and debriefing meeting with district planning team leads (90-minutes/month)</p>	<p>Measurable shift in the CRSE learnings and the enactment of CRSE-aligned practices among equity task force members</p> <p>District action plan for CRSE practices for one or more of: instructional practices, school climate, SEL, behavior, etc.</p> <p>District equity statement</p> <p>Identify a school sample to implement CRSE approaches and strategies</p>
<p>Onsite Visits</p>	<p>Two onsite visits—August/September and February?</p> <p>August/September for kickoff convening: Two-day visit—District visit and walkthrough, planning meetings with design team, and facilitation of kickoff convening</p> <p>February Closing: Two-day visit—one day for closing/reflection of phase 1 and one day to plan next phase of work and targeted engagement of school teams and stakeholder groups</p>	<p>In-person facilitation of learning agenda and kickoff convening</p> <p>Documented reflections and growth on phase 1 goals</p> <p>Co-development of Phase 2 recommendations that will inform next set of contracted services</p>

Sample learning agenda items:

Equity Task Force members will:

- Deepen their self-awareness around cultural and racial identities
- Learn about biased based beliefs and how they contribute to racial disparities in students' academic and social outcomes
- Examine widely accepted behaviors and practices that exclude or invalidate lived experiences of culturally, linguistically, racially diverse students and families
- Build understanding of culturally affirming spaces and strategies that can mitigate the occurrence of bias and microaggressions



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- Acquire culturally responsive strategies and approaches that center the academic and social well-being of students and their caregivers

Estimated cost: \$78,754.04*

**Cost is an estimated amount and is not final until scope of work is clearly defined and mutually agreed upon.*

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Superintendent's Office	Action Item <u> X </u>
To:	Board of Trustees	Information Item <u> </u>
Date:	May 18, 2022	# Attached Pages <u> </u>
From:	Scott A. Loehr, Superintendent	
Principal/Administrator Initials:	<u> </u>	

SUBJECT: Resolution #26/2021-22: Resolution of the Board of Trustees of the Center Joint Unified School District Adopting a Proposal to Limit the Number of Consecutive Terms a Member of the Governing Board May Serve, Ordering an Election on the Proposal, Establishing Specifications of the Election Order, and Requesting Consolidation with Other Elections Occurring on November 8, 2022

At our April 20 meeting, it was requested that we include a resolution, that if approved, would add to the November 2022 election a measure that would ask members of our community to consider adding term limits to our board seats. As requested, this item has been included on this meeting agenda.

In addition to the resolution, that has been reviewed and approved by legal counsel, the following additional items are also included as supporting materials for making your determination.

1. Cost of placing a measure on the ballot in addition to what we already will pay for the board member seats –
 - a. Regular Election (November 2022) – Placer County an additional \$500 and Sacramento County an additional \$1,535.12
 - b. Special Election (odd year or June election) – we would be responsible for the actual cost, which is much more costly.
2. Where could the funds come from and how much is currently in that account?
 - a. General Fund
 - b. \$9.9 million
3. Sample presentation that was used by the Palo Alto School District when they placed Term Limits on the 2018 election. It is also noted that the term limits measure did pass in this district with 73% of the voters supporting it.
4. Timeline for having measure included on each ballot:
 - a. July 6, 2022: Due date for a Measure to Placer County*
 - b. July 22, 2022: Due date for a Measure to Sacramento County**

RECOMMENDATION:

CENTER JOINT UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 25/2021-2022

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
CENTER JOINT UNIFIED SCHOOL DISTRICT
ADOPTING A PROPOSAL TO LIMIT THE NUMBER OF CONSECUTIVE TERMS A
MEMBER OF THE GOVERNING BOARD MAY SERVE, ORDERING AN ELECTION ON
THE PROPOSAL, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER,
AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON
NOVEMBER 8, 2022**

RESOLVED by the Governing Board ("Board") of the Center Joint Unified School District ("District"), a school district of the County of Sacramento, State of California, and County of Placer, State of California, that:

WHEREAS, term limits for elected officials and board members are a common and proven good governance practice and can contribute to a steady rate of turnover on the Board; and

WHEREAS, currently, each member of the Board is elected to a four-year term; and

WHEREAS, there is no term limit applicable to any Board seat; and

WHEREAS, the Board has determined that it is advisable to cause an election to offer the District's voters the opportunity to decide whether term limits shall be imposed on members elected to the Board; and

WHEREAS, pursuant to Education Code, section 35107, the Board is specifically authorized to submit any proposal to limit the term or terms a member of the governing board of the school district may serve to the electors of the school district at a regularly scheduled election and such proposal shall not become operative unless it is approved by a majority of votes cast in favor of the adoption of the proposal; and

WHEREAS, pursuant to Education Code, sections 5320 *et seq.*, the Board adopts this resolution ordering an election on the proposal and establishing specifications of the election order; and

WHEREAS, pursuant to the Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on November 8, 2022, and to request the Sacramento County Registrar of Voters and Placer County Registrar of Voters to perform certain election services for the District.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Center Joint Unified School District the following:

- 1. Adoption of Term Limit Proposal.** Pursuant to Education Code, section 35107, subdivision (c), the Board hereby adopts the proposal to limit the number of consecutive terms a member of the Board may serve as detailed in the "Term Limit Proposal" found in **Exhibit B**.
- 2. Resolution Constitutes Order of Election.** This resolution shall constitute an order of election pursuant to the Education Code to the Sacramento County Superintendent of Schools ("County Superintendent") to call an election within the boundaries of the Center Joint Unified School District ("District") on November 8, 2022.

3. **Date and Purpose of Measure.** Pursuant to the Education Code, an election shall be held within the boundaries of the District on Tuesday, November 8, 2022, for the purpose of voting on a measure ("Measure"), which will be presented to voters in substantially the form attached hereto as **Exhibit A**, containing the question of whether the District shall impose term limits on members of its Board. In addition, the full text of the Measure ("Full Ballot Text") shall appear in the ballot pamphlet in substantially the form attached hereto as **Exhibit B**.
4. **Authority for Ordering Election and Specifications.** The authority for the order and specifications of this election order is contained in the Education Code, and the authority for ordering the election is contained in the Education Code and Elections Code.
5. **Resolution to County Officials.** The Secretary to the Board is hereby directed to cause certified copies of this Resolution and Order to be delivered not later than July 6, 2022, to the County Superintendent; the Sacramento County Registrar of Voters and Placer County Registrar of Voters ("Registrar"); the Clerk of the Board of Supervisors of Sacramento County and Clerk of the Board of Supervisors of Placer County ("Board of Supervisors").
6. **Formal Notice.** The County Superintendent is hereby requested to prepare and execute a Formal Notice of Election and consolidation order in substantially the form attached hereto as **Exhibit C** (the "Formal Notice"), and to call the election by causing the Formal Notice to be posted in accordance with the applicable law, or to otherwise cause the notice to be published as permitted by law. The Secretary to the Board, on behalf of and as may be requested by the County Superintendent, is authorized to cause all notices required by law in connection herewith to be published and posted, as the case may be.
7. **Conduct of Election.**
 - (a) **Request to Registrar.** Pursuant to State law, the Registrar is requested to take all steps to hold the election on November 8, 2022, in accordance with law and these specifications. The election shall be held and conducted in the manner prescribed by Elections Code section 10418 and may be consolidated with another election as specified below, if such consolidation is feasible and appropriate.
 - (b) **Voter Pamphlet.** The Registrar is hereby requested to reprint the Full Ballot Text in substantially the form attached hereto as **Exhibit B** in the voter information pamphlet to be distributed to voters pursuant to the Elections Code.
 - (c) **Consolidation.** The County Superintendent and the Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections as may be held on the same day in the same territory or in territory that is in part the same.
 - (d) **Canvass and Declaration of Results.** The Board of Supervisors is authorized to canvass the returns of the election and declare the result pursuant to the Elections Code.
 - (e) **Cost of Election.** The District will reimburse the Registrar and the County for costs associated with the election as required by law.

- 8. Ballot Arguments.** The Board President and/or designee is hereby authorized to prepare and file with the Registrar any ballot argument prepared in connection with the election, including a rebuttal argument, each within the time established by the Registrar, which shall be considered the official ballot arguments of the Board as sponsor of the Measure and to take all necessary action to prevent inclusion of false and/or misleading information in ballot materials related to the Measure.
- 9. Official Actions.** The District Superintendent, Board President, or their designees are hereby authorized to execute any other document and to perform all acts necessary to place the Measure on the ballot, including making alterations to the Measure and Full Ballot Text stated in **Exhibits A and B** attached hereto, and to this Resolution to comply with requirements of law and election officials or which are, in the judgment of the Superintendent and/or Board President, in the best interests of the District.
- 10. Board Bylaw.** If the Term Limit Proposal is adopted by a majority of the votes cast by the registered voters residing within the boundaries of the District and voting thereon, Board Bylaw 9111, attached as **Exhibit D**, shall become effective on December 1, 2022, as part of the Board Bylaws and may only be amended or repealed pursuant to the Education Code.
- 11. Effective Date.** This Resolution shall take effect on and after its adoption.

PASSED AND ADOPTED this day, May 18, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Steve Bruno
President of the Governing Board
Center Joint Unified School District

ATTEST:

Scott Loehr
Secretary of the Governing Board
Center Joint Unified School District

EXHIBIT A

SUMMARY OF MEASURE

The Measure shall be summarized in the following form, and the County of Sacramento Registrar of Voters and County of Placer Registrar of Voters is requested to cause this summary of the Measure to appear on the ballot:

Shall the Members of the Center Joint Unified School District Governing Board be limited to two consecutive terms of office?

EXHIBIT B

FULL TEXT OF MEASURE

Measure ____

[Letter designation to be assigned by Sacramento County]

CENTER JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD TERM LIMITS MEASURE

FINDINGS

In 1996, the California State Legislature amended specific Government Code and Education Code sections to permit the governing body of a local public agency, such as a school district, to adopt a proposal to limit the number of terms a member of the governing board may serve and to submit that term limit proposal to the electors. The County Commission on School District Organization of the Sacramento County Office of Education provides for the Center Joint Unified School District's ("District") Governing Board ("Board") and provides it with the powers and duties prescribed by the Education Code, including the authority to place a term limit measure before voters. The Board believes that the District's voters should be provided the opportunity to decide whether term limits shall be imposed on members elected to the Board.

TERM LIMIT PROPOSAL

Pursuant to Education Code, section 35107, and the findings above, the Board adopted the following proposal to limit the number of consecutive terms a member of the Board may serve ("Proposal") on May 18, 2022. This Proposal, if approved, by a majority of the votes cast by the registered voters residing within the boundaries of the District and voting thereon will prohibit an individual from serving more than two consecutive (2) terms on the Board as follows:

No person may serve for more than two consecutive terms as a Board member. No person who has served two consecutive terms shall be eligible to serve on the Board, whether through election or appointment, until four years have passed since the last day of their prior consecutive term. After any four year absence, a new two consecutive term limit applies.

Any person who serves in excess of one half of a full term as a Board member, by way of appointment, election, or any combination thereof, shall be deemed to have served one full term.

Any Board member who resigns or is removed from office with less than one half of a full term remaining until the expiration of the term shall be deemed to have served a full term.

The limitation on the number of consecutive terms shall apply only to terms that begin on or after December 1, 2022. Prior terms beginning before December 1, 2022 will not count toward the consecutive two term limit.

This limit is enacted pursuant to the authority provided by the County Commission on School District Organization of the Sacramento County Office of Education and the Education Code and can only be amended or repealed pursuant to the requirements of the Education Code.

EXHIBIT C

Formal Notice Of Election On Term Limit Proposal
[For Use by County Superintendent]

NOTICE IS HEREBY GIVEN to the qualified electors of the Center Joint Unified School District ("District") of Sacramento County, California, and Placer County, California that in accordance with the provisions of the Education Code and the Elections Code of the State of California, an election will be held on November 8, 2022, for the purpose of submitting to the qualified electors of the District the measure summarized as follows:

Shall the Members of the Center Joint Unified School District Board of Trustees be limited to two consecutive terms of office?

By execution of this formal Notice of Election the Sacramento County Superintendent of Schools orders consolidation of the election with such other elections as may be held on the same day in the same territory or in territory that is in part the same.

The Sacramento County Superintendent of Schools, by this Notice of Election, has called the election pursuant to a Resolution and Order of the Governing Board of the Center Joint Unified School District adopted May 18, 2022 in accordance with the provisions of Education Code sections 5302, 5325 and 5361.

IN WITNESS WHEREOF, I have hereunto set my hand this day, _____,
2022.

David W. Gordon
Sacramento County Superintendent of Schools
Sacramento, California

EXHIBIT D

BOARD BYLAW 9111

Bylaws of the Board

BB 9111

TERM LIMITS

Pursuant to the proposal adopted by voters on November 8, 2022, no person may serve for more than two consecutive terms as a Board member. No person who has served two consecutive terms shall be eligible to serve on the Board, whether through election or appointment, until four years have passed since the last day of their prior consecutive term. After any four year absence, a new two consecutive term limit applies.

Any person who serves in excess of one half of a full term as a Board member, by way of appointment, election, or any combination thereof, shall be deemed to have served one full term.

Any person who serves in excess of one half of a full term as a Board member, by way of appointment, election, or any combination thereof, shall be deemed to have served one full term.

Any Board member who resigns or is removed from office with less than one half of a full term remaining until the expiration of the term shall be deemed to have served a full term.

The limitation on the number of consecutive terms shall apply only to terms that begin on or after December 1, 2022. Prior terms beginning before December 1, 2022 will not count toward the consecutive two term limit.

The limit imposed were enacted pursuant to the authority provided by County Commission on School District Organization of the Sacramento County Office of Education and the Education Code and can only be amended or repealed pursuant to the requirements of the Education Code.

*(cf. 9110 - Terms of Office)
(cf. 9220 - Governing Board
Elections) (cf. 9223 - Filling
Vacancies)*

Legal Reference:

EDUCATION CODE

*5000-5033 Election of school district board
members 35010 Control of district
35012 Board members; number, election,
and terms 35107 Eligibility*

**SACRAMENTO COUNTY OFFICE OF EDUCATION BYLAWS
9110 BB**

Additional Item - # 1.a.

Placer County and Sacramento County fees



Carol Hunt <carolhunt@centerusd.org>

Election Cost Estimate

4 messages

Melissa Gee <mgee@placer.ca.gov>

Thu, Apr 21, 2022 at 5:13 PM

To: "carolhunt@centerusd.org" <carolhunt@centerusd.org>

Cc: Samuel Kipp <SKipp@placer.ca.gov>, Tina Belding <TBelding@placer.ca.gov>

Hi Carol,

I understand you were inquiring about election costs for potentially adding a measure to the November ballot. There are a few scenarios that would determine billing and here are the approximates based on the current number of registered voters (2,060):

1. With both board members and the measure on the ballot: \$1000 general charge (\$500 for board members/\$500 for the measure) + \$2595.60 per voter charge ($\$1.26 \times 2060$ voters) = **\$3,595.60**
2. With board members running uncontested(not appearing on ballot) and only the measure on the ballot: \$1000 general charge (\$500 for board members/\$500 for the measure) + \$2575.00 per voter charge ($\$1.25 \times 2060$ voters) = **\$3,575.00**
3. If only the measure is on the ballot and there is not a board member race that will appear on the ballot: \$500 general charge + \$2575.00 per voter charge ($\$1.25 \times 2060$ voters) = **\$3,075.00**

Below is a snapshot of the election costs. Here is a link to the Placer County Code: https://qcode.us/codes/placercounty/view.php?topic=2-2_116-2_116_140&frames=on

2.116.140 County clerk/elections division fee schedule.

The Placer County clerk-recorder-registrar of voters shall charge and collect the following fees for services performed:

A. LOCAL JURISDICTION ELECTION CHARGES	
November consolidated general election charges (Charges include costs attributable to state reimbursable mandated programs no longer reimbursed by the state)	
Election base fee per jurisdiction (applies to all local jurisdictions):	
Less than 250 voters	\$100.00
Between 251—1,000 voters	250.00
Between 1,001—5,000 voters	500.00
More than 5,000 voters	750.00
Charges per local jurisdiction going to election	1.25 per registered voter, less allocable vote-by-mail costs for school districts, community college districts, and county board(s) of education per CA Elections Code Section 3024
Additional Nov. general contests for same jurisdiction	0.01 per registered voter, plus cost of additional sample ballot pages for measures
Charges for all other elections not conducted at the Nov. general elections	Proportional share of cost

Thanks, Melissa

**County of Sacramento
Voter Registration and Elections
Fee Schedule
for Calendar Year 2022**



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GENERAL INFORMATION

The "**Fee Schedule**" may be revised periodically due to changes in costs.

Fees may be paid either by cash, check, money order, or credit card, unless otherwise noted. Checks and money orders should be made payable to "County of Sacramento". The cost of a returned check is determined by Sacramento County Code – SCC1520 Section 2.01.030.

ELECTION ADMINISTRATION

Administration of Elections

Each participating agency pays a prorated share of the cost of the election. Voter Registration and Elections includes in its annual budget the estimated cost of regularly scheduled and anticipated special elections. Any additional contest in a regularly scheduled election that increases the number of ballot cards will be charged for the actual cost of the additional ballot card. Any agency that calls a special election that was not anticipated and therefore not included in the annual budget will be provided an estimated election administration cost. The agency will be required to pay the election administration cost after the election is administered.

Please note, all districts consolidating with the election must pay the base setup fee even if their contest(s) are off ballot.

Secondly, if your district's only contest on ballot is a Measure, the measure is considered the first contest and will be charged the base setup fee plus the first contest rate.

Campaign Disclosure Statements

Some campaign disclosure statement filings are accessible online at www.elections.saccounty.gov. For those statements that are not accessible, please visit the Voter Registration and Elections office to view or purchase.

Candidate Filing Fees

Candidates for a county office or a judicial office in Sacramento County shall pay a fee equal to 1% of the annual salary for that office. There is no filing fee for an office for which there is no fixed salary or for an office with a salary of \$2,500 annually or less. Elections Code § 8104

Candidate Statements

Candidate statements are printed in the County Voter Information Guides and mailed to registered voters. Each candidate for any nonpartisan local office or for voter nominated legislative office (if he/she agrees to campaign expenditure limitations) may voluntarily submit a candidate statement of qualifications.

Voter Registration and Elections will estimate the total cost of printing, handling, translating, and mailing candidate statements. Fees are paid by the candidate.

Candidates are required to pay the fee at the time they file their nomination papers. The actual cost may vary significantly from the estimate specified in the Candidate's Guide. Candidates must pay any difference between the estimated cost and the actual cost within 30 days of receiving the bill. If the estimated fee is higher than the actual fee, the difference will be refunded after the election. Elections Code § 13307

Please refer to the current "Candidate's Guide" for additional information.

Notice of Intent to Circulate County Initiative Petition

Any qualified person who wishes to circulate a county initiative petition must file a "Notice of Intent to Circulate Petition" with the Voter Registration and Elections office. A fee of \$200.00 must be paid at the time the notice of intent is filed. The fee will be refunded within one year of filing the notice of intent if the Registrar certifies the petition as sufficient. Elections Code § 9103

Registration Information

"Registration Information" means all information maintained in the general index to the Affidavits of Registration, whether in electronic form or in the Index of Registered Voters, pursuant to Elections Code Section 2183. This includes all information partially or solely derived from the aforementioned data whether displayed, transmitted or stored in any format or on any media whatsoever. California Administrative Code § 19001

Vote Recounts

Any voter may request, in writing, a recount of votes for any local office or measure. The written request must be filed with the Voter Registration and Elections office within five days after the completion of the official canvass of votes.

A request to recount the votes in a statewide race must be filed with the Secretary of State within five days after the completion of the official canvass of votes

The requestor may specify whether the recount will be done manually or electronically. The Registrar of Voters will provide an estimate of the cost to conduct a recount, based on the type requested, the appropriate level of staffing and the estimated time to complete it. Elections Code § 15627

The cost of a recount may consist of but is not limited to:

Manual Recount

- Compensation of one recount board for every 10 precincts to be recounted. A recount board is made up of one election supervisor, one election assistant and two election clerks. Poll Worker Stipend rate is used for calculating the recount board cost.
- Production of relevant material (see Research of Records fee)

Electronic Recount

- Testing and certifying the accuracy of the ballot counting program before and after the ballots are counted

Accuracy Board

- Logic and Accuracy Testing, Ballot Tabulation, and Machine Reports

Other costs

- Security
- Cost of publications
- Supervision and staff time
- Computer time, per hour
- Overhead costs

The requestor of the recount shall, at the beginning of each day of the recount, deposit with the Registrar of Voters sufficient funds to cover the estimated cost of the recount. If the recount reverses the results of the official canvass, all deposits shall be returned. If the results are not reversed, the requestor shall be entitled to a return of funds in excess of the actual costs of conducting the recount. The requestor may terminate the recount at any time. Elections Code §§ 15620, 15621, 15624 and 15627

AVAILABLE SERVICES**Abstracts of Registration**

Abstracts of Registration are available for purchase in person with proof of identification. Abstracts are certified records of voter registration in Sacramento County. Purchase is exclusive to the voter's own records.

Certification of a Document on File

Any public document on file with Voter Registration and Elections can be certified by the Registrar of Voters or a deputy for a fee. Where appropriate, search and copy fees may also apply.

Copy Services

Most public documents on file with our office can be copied for a fee. Some documents are prohibited for duplication. Where appropriate, search fees may also apply.

Election Equipment and Supplies for Loan

Voting booths and ballot boxes may be loaned for government, scholastic, or non-profit use. Generally, voting equipment is not loaned 90 days before or after an election. Advanced notice of one week is requested. All borrowers must sign a receipt, indicating the date the equipment will be returned. By signing the receipt, borrowers acknowledge that they will be responsible for replacing or repairing equipment that is damaged or lost.

Request for delivery or pick-up of equipment by Voter Registration and Elections staff will be charged to any organization requesting the service at actual cost, including labor time and mileage.

Maps

Voter Registration and Elections can produce precinct maps and maps that indicate the boundaries of districts within Sacramento County including Congressional districts, Senate districts, Assembly districts, Board of Supervisor districts, City and Council districts, Special districts, and School districts.

Purchasers are advised that maps produced by Voter Registration and Elections are for display purposes only and independent verification of data and boundaries should be obtained by the user. The County of Sacramento does not warrant the accuracy or completeness of maps and disclaims liability for their fitness for use. Maps purchased from Voter Registration and Elections may not be reproduced or resold without the express written consent of Voter Registration and Elections.

Customized maps are available upon request.

Postage

A fee to cover postage of mailed material will be collected in advance. A requestor may provide Voter Registration and Elections with their Federal Express account information.

Reports and Voter Files

Reports and Voter Files described in this booklet are generated from the database of registered voters maintained by Voter Registration and Elections.

Research of Records

Staff will research, on request, the historical records maintained on-site. Many records created prior to 1975 have been removed from Voter Registration and Elections and are archived in the Sacramento Archives and Museum Collection Center.

There is a minimum charge of ½ hour for research. Other fees, such as copying and postage, may also apply.

Roster Book Search

The fee for this service covers staff time in locating the appropriate Rosters of Voters and making them available to the requestor.

Search of Affidavit on File

All current and many recently canceled records are maintained on the department's computer files. A search of current and past Affidavits of Registration can be done for a fee. The fee is based on each year researched and whether the record can be accessed from the computer files. Fees apply whether the record is found or not. Other fees, such as copying and certification, may also apply.

Signature Verification

Voter Registration and Elections will verify signatures for another government agency only in connection with an election or petition circulated by registered voters within Sacramento County.

ORDERING INSTRUCTIONS FOR MAPS, REPORTS, AND VOTER FILES

Complete the applicable request form:

- Application to Access Voter Registration Information
- Map Request Form

A request form must be completed before any map, file, or report can be released. All request forms are available online at www.elections.sacounty.gov.

RECORDS ACCESS

Viewing Voter Registration Records

When an individual, government agency or political entity requests information on registered voters, an **"Application to Access Voter Registration Information"** must be completed, signed and approved before any information can be released. This form is available in person at the Voter Registration and Elections office.

Agreement

By signing the **"Application to Access Voter Registration Information,"** the applicant agrees to use the information only for election or governmental purposes.

The applicant further agrees not to sell, lease or deliver possession of the registration information, or a copy or any portion thereof, to any person, organization or agency without receiving prior written authorization to do so from Sacramento County Voter Registration and Elections.

Penalties for Unauthorized Use

Any unauthorized use shall result in a penalty equal to the sum of \$.50, multiplied by the number of time each registration record is used by the applicant in an unauthorized manner. Elections Code § 18109; California Administrative Code §§ 19001 – 19009

FEE SCHEDULE FOR CALENDAR YEAR 2022-2023

ADMINISTRATIVE FEES

Returned Check Fee	\$53.00	SCC § 2.01.030
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CAMPAIGN DISCLOSURE STATEMENTS

Political Reform Documents	\$0.10	per page	GOV § 81008
Political Reform Document Retrieval (older than 5 years)	\$5.00	per request	GOV §§ 81008 26854
Statement of Economic Interests	\$0.10	per page	GOV § 81008

CANDIDATE FILING FEES

Assessor	1% of first year salary for office	EC § 8104
Board of Supervisors	1% of first year salary for office	EC § 8104
Central Committee / County Council	No fee	N/A
County Board of Education	No fee	N/A
District Attorney	1% of first year salary for office	EC § 8104
Judge of the Superior Court	1% of first year salary for office	EC § 8104
Sheriff	1% of first year salary for office	EC § 8104

CANDIDATE STATEMENTS

Cost estimate for statement space in County Voter Information Guide	Actual Cost	EC § 13307
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COPY FEES

First Page	\$1.00	
Additional Page(s)	\$0.10	per page

ELECTION ADMINISTRATION

June 7, 2022 Statewide Direct Primary Election

District Base Set-Up, including Measures	\$4,920.00	EC §§ 10002 10520
First Contest, including Measures	\$1.0539	per registered voter EC §§ 10002 10520
Additional Contest, including Measures	\$0.0729	per registered voter EC §§ 10002 10520

Additional Page over 4 in the County Voter Information Guide – Measures only	\$0.0122	per registered voter	EC	\$	10002 10520
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Contest Requiring Additional Ballot Card(s)	Actual Cost		EC	\$	10002 10520
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November 8, 2022 General Election

District Base Set-Up, including Measures	\$1,887.00		EC	\$	10002 10520
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First Contest, including Measures	\$1.2295	per registered voter	EC	\$	10002 10520
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Additional Contest, including Measures	\$0.1035	per registered voter	EC	\$	10002 10520
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Additional Page over 4 in the County Voter Information Guide – Measures only	\$0.0149	per registered voter	EC	\$	10002 10520
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Contest Requiring Additional Ballot Card(s)	Actual Cost		EC	\$	10002 10520
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Special Elections	Actual Cost		EC	\$	10002 10520
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ELECTION EQUIPMENT FOR LOAN

Ballot Boxes	\$3.00	per item			
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Voting Booths	\$4.00	per item			
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*Minimum charge of \$21.00

FILES AND REPORTS

Custom Reports	\$105.00				
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Election Day Voting Activity Status Report	No fee				
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Voter File	\$80.00				
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Voting Activity Status Report E-29 through E-1	\$308.00				
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Voting Activity Status Report E-29 through completion of canvass	\$616.00				
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Voting Activity Status Report E-45 through completion of canvass Including UOCAVA	\$770.00				
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Walking List – Emailed PDF	\$29.00				
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Walking List – Printed Copy	See Copy Fees				
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MAPS

Standard Map Set-up Fee	\$125.00	
Custom Map Set-up Fee	\$275.00	
Map Print Fee (24x36 or 36x48)	\$10.00	per hard copy

PETITIONS: INITIATIVES, REFERENDUM, AND RECALLS

Notice of Intent to Circulate County Initiative Petition	\$200.00*	EC § 9103
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*Refundable within one year of filing notice if petition is certified as sufficient

Set-up Fee	\$1.00	per page
Signature Check	\$2.00	per signature
Withdrawal of Signatures	Actual Cost	

POSTAGE

Postage	Actual Cost
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REGISTRATION SERVICES

Abstract of Registration	\$1.50	EC § 2167
Certification of Document on File	\$1.50	
Certified Copy of Registration	\$1.50	EC § 2167
Letter of Verification of Current Records	\$10.00	

RESEARCH OF RECORDS

Research of Historical Records	\$110.00* per hour
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*Cost is in half-hour increments with a minimum of one half-hour

VOTE RECOUNT

Legal Notices	Actual Cost
Recount Board (manual or electronic tally)	Actual Cost
Security	Actual Cost
Staff Time and Supervision	Actual Cost

Additional Item - # 3

Sample Presentation by Palo Alto School District



- Put before the voters in PAUSD...
- In the November 2018 General Election...
- A measure to enact term limits for school board trustees...
- With a limit of two consecutive terms of four years each
(same as PA City Council)...
- To take effect at an agreed future date



California Education Code

Article I, Membership

Section 35107 (c)

- Notwithstanding any other provision of law, **the governing board of a school district may adopt** or the residents of the school district may propose, by initiative, **a proposal to limit** or repeal a limit on **the number of terms a member of the governing board of the school district may serve** on the governing board of the school district.
- **Any proposal** to limit the number of terms a member of the governing board of the school district may serve on the governing board of the school district shall apply prospectively only and **shall not become operative unless it is submitted to the electors of the school district at a regularly scheduled election and a majority of the votes cast on the question favor the adoption** of the proposal.

Our role is not to enact term limits – it is to offer the voters the opportunity to decide.



- **Term limits for elected officials and board members are a common and proven good governance practice**
 - Virtually every level of state, county, and local government in our area has term limits
 - Many other non-profit groups, including school boards, also enact them
- **Term limits contribute to a steady rate of turnover on the Board**
 - Addresses the significant natural advantages enjoyed by incumbents
 - Vital to ensuring:
 - New people and unrepresented groups can participate in governance
 - Board maintains independence of staff
 - Continuous refresh of energy, ideas, opinions, and skills
 - Ensure opportunities on the “first rung of the electoral ladder” – particularly important for women and other groups under-represented among elected officials



**Virtually all other state, county, and local
elected officials in Palo Alto are subject to term
limits, and have been for ~20 years**

Office	Term Limit	Enacted	Limit
United States President	Yes	1951	2 terms / 8 years
California Governor	Yes	1996	2 terms / 8 years
Other State Officials	Yes	1996	2 terms / 8 years
California State Senate	Yes	1996 / 2012	12 years combined
California State Assembly	Yes	1998 / 2012	
Santa Clara County Supervisor	Yes	1998	3 terms / 12 years
Palo Alto City Council	Yes	1992	2 terms / 8 years
School Bond Oversight Committees	Yes	2000 / 2014	3 terms / 6 years

“In the 25 years of term-limit experience on the Palo Alto City Council, during which many popular and outstanding council members left after serving eight years, no one can seriously look back and argue that the city wasn’t stronger for the turnover and resulting diversity of talent and viewpoints.”

- Palo Alto Weekly, 2016



- Among California school districts, term limits are not common, but not unusual either
- Increasing number of districts are enacting limits with high voter approval

District	Enacted	Approval %	Limit	Note
Lincoln USD	1998	61%	2 terms / 8 years	
Los Angeles USD	2007	68%	3 terms / 12 years	
Albany USD	2016	66%	2 terms / 8 years	Measure to remove long-standing limit defeated
Orange City USD	2016	87%	3 terms / 12 years	
Simi Valley USD	2016	79%	2 terms / 8 years	
Sweetwater USD	2016	86%	2 terms / 8 years	
<u>Upcoming Ballot</u>				
Newport/Mesa USD	2018		2 terms / 8 years	



- **Both the California PTA and Palo Alto Partners in Education have term-limit policies for board members / officers**

- CA PTA units – one year officer terms, maximum of two consecutive.
- PAPIE – two year terms, maximum of two consecutive (three for VP)

- **Best practice for most non-profits is to limit board terms**

- Board Source (“the recognized leader in nonprofit board leadership”)

Nonprofit boards have been debating the pros and cons of term limits for many years. If your board has not embraced term limits (and we recommend you do), perhaps the time is now for your board to revisit the topic.

- Board Effect Non-Profit Governance Survey 2010 (sponsored by Kellogg Foundation)

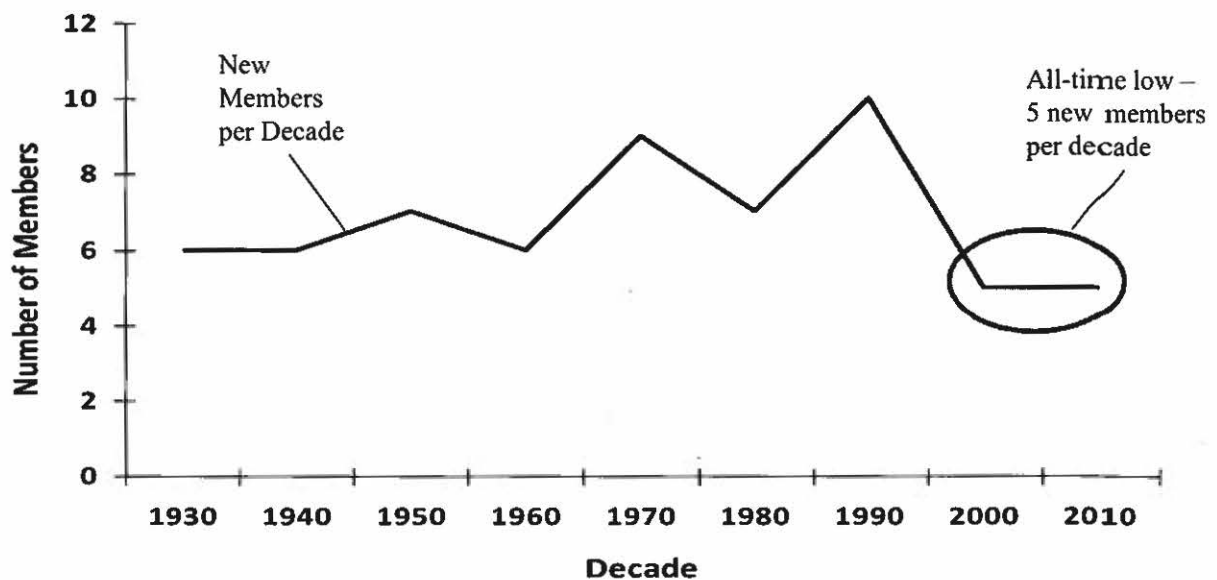
70% of boards have term limits for board members. Term limits can be helpful in revitalizing boards through planned turnover.

- Association of Governing Boards of Colleges & Universities

64% of independent college boards and 40% of college public boards have term limit policies.



- In the new century, the number of new members per decade has fallen to an all-time low



Source: PAUSD records

This is a proposed Board action, not an official policy.



PALO ALTO UNIFIED SCHOOL DISTRICT LOCAL SCHOOL BOARD ELECTION RESULTS

(2012-16)

- **Challengers very rarely beat incumbents** – in 3 cases out of 18 scheduled elections and 31 contested seats over the last 3 election cycles (<10% success)
- **Cost to win is FAR higher in PAUSD** than other local districts
- **Low odds of winning plus high cost of trying => significant barrier to entry**

	Los Gatos-Saratoga HS	Cupertino K-8	Mountain View - Los Altos HS	Los Altos K-8	Milpitas Unified	Palo Alto Unified	Total
Elections Held	2	2	1	3	2	3	13
Seats Contested	3	5	3	6	6	8	31
Non-Open Seats	2	3	2	2	5	4	18
Open Seats	1	2	1	4	1	4	13
Challengers on Ballot	4	5	7	10	8	10	44
Successful Challengers	1	3	1	4	2	5	16
Avg cost for Winning Challenger	\$0	\$23K	\$0	\$9K	\$7K	\$34K	
Challenger Defeats Incumbent	0	1	0	0	1	1	3
% of total Challengers	0%	20%	0%	0%	13%	10%	7%
% of total Contested Seats	0%	20%	0%	0%	17%	13%	10%

Source: SCC Registrar of Voters

This is a proposed Board action, not an official policy.



Our role is not to enact term limits – it is to offer the voters the opportunity to decide.

To put term limits before the voters:

- **The Board approves a resolution requesting the County to place the measure on the ballot**
 - Details of the proposed limits and when they go into effect must be decided
 - Requires assistance of legal counsel
- **County Registrar of Voters takes care of the rest**
 - They run the election and notify us of the result
 - Total cost of placing on ballot \$70K (per ROV estimate)

Center Joint Unified School District

AGENDA REQUEST FOR:


Dept./Site: Curriculum & Instruction

Date: May 18, 2022

Action Item X

To: Board of Trustees

Information Item

From: Tami JBeily, 
Coordinator of State & Federal Programs

Attached Pages 2

Administrator's Initials: _____

SUBJECT: A-G Completion Improvement Grant Plan

The purpose of the A-G Completion Improvement Grant is to provide additional supports to help increase the number of high school students, particularly unduplicated students, who graduate from high school with A-G eligibility.

RECOMMENDATION: Approve the A-G Completion Improvement Grant Plan

A-G Completion Improvement Grant Plan

Local Educational Agency (LEA) Name	Total Grant Allocation
Center Joint Unified School District	\$365,049

Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

The A-G Completion Improvement Grant will fund the following activities which will improve a-g eligibility:

INTERVENTION COUNSELOR at Center High School will continue providing targeted services that address the ongoing academic needs that are a result of distance learning and school closures due to the Covid-19 pandemic. The Intervention Counselor will support all students but efforts will be principally directed to foster youth, English learners, low-income students and students experiencing homelessness. The Intervention Counselor will work with students to create a 4 year plan, ensuring all students have access to a-g coursework. The Intervention Counselor will closely monitor progress as individual students move through their 4 year plan, creating a safety net that includes collaboration with classroom teachers to ensure Tier 1 and Tier 2 classroom supports are utilized.

DUAL ENROLLMENT Independent Study classes will be offered through an agreement with American River College. This opportunity is open to all students. However, enrollment outreach will specifically target foster youth, low-income students, English learners and students experiencing homelessness. Through Dual Enrollment, students will take or retake classes through the independent study model gaining both high school and college credit for the same coursework.

EXTENDED LEARNING will be provided through summer coursework and during school breaks. Offerings will go beyond credit recovery to include a-g options. Intersession a-g coursework will be available during school breaks.

A PEER TUTORING program will employ high-achieving high school students to provide on-site tutoring to high school students. This program will be monitored by a certificated staff member who will hire student tutors, create a tutoring calendar, market the program to students, coordinate with the Intervention Counselor to ensure the inclusion of identified students and oversee all tutoring sessions.

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

All students have access to a-g coursework through the course selection process. Center HS counselors hold annual, individual 4 year plan/transcript review meetings with every student where they review the student's transcript, identify extension or intervention needs, share dual enrollment and advanced education opportunities and inquire about the student's post-high school plans. This one-on-one meeting leads to

subsequent meetings on college eligibility and requirements. The Intervention Counselor will work closely with foster youth, low income students, English learners and students experiencing homelessness to monitor student progress through the 4 year plan to ensure a-g access and completion.

The number of students who were identified for opportunities to retake A-G approved courses in which they received a "D", "F", or "Fail" grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

Number of Students: 562

562 Center HS students received a D or F on A-G approved courses during the 2020-21 school year thus being identified for opportunities to retake courses.

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

The A-G Completion Improvement Plan supplements actions and services outlined under Goal 1 of the 2021-24 Local Control Accountability Plan. We are expanding intervention services, detailed in LCAP Goal 1, Action 2, to include peer tutoring, expanded offerings to earn credits during summer and other school breaks and the continuation of the Intervention Counselor. The addition of an independent study dual enrollment program supports LCAP Goal 1, Action 5 giving students an opportunity to earn high school and college credits.

Plan Expenditures

Programs and services to increase or improve A-G completion	Planned Expenditures
Provide access to Pre-AP courses at	\$0
Provide days of teacher and/or administrator professional development to obtain AP certification	\$0
Provide access to AP Computer Science courses at all high schools	\$0
<i>Intervention Counselor at Center High School</i>	<i>\$228,549</i>
Dual Enrollment	\$27,000
Extended Learning	\$54,000
Peer Tutoring	\$55,500

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Superintendent's Office	Action Item <u> X </u>
To: Board of Trustees	Information Item <u> </u>
Date: May 18, 2022	# Attached Pages <u> </u>
From: Scott A. Loehr, Superintendent	
Principal/Administrator Initials: <u> </u>	

SUBJECT: Board Bylaw 9005.1 – Governance Standards: Censure and Procedures

It was requested that the Board develop and consider adopting a policy on censure. The board does not currently have a censure policy.

RECOMMENDATION:

BB 9005.1 Board Bylaws

Governance Standards: Censure And Procedures

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the District. The Board is committed to parents/guardians, employees, all members of the community, the state of California, laws pertaining to public education, and established policies of the District. To maximize Board effectiveness and public confidence in District governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Per Board Governance Standards, each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to being an informed and effective leader
7. At all times, understand and adhere to the distinctions between the Board and District staff roles. Refrain from performing district duties, school site communications (email, social media or otherwise) and job functions that are the responsibility of the Superintendent, district and staff.
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the District focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures

6. Take collective responsibility for the Board's performance
7. Periodically evaluate the Board's effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations
9. Consistent with Board authority resting with the Board as a whole, members of the Board shall not use District or Board stationery to communicate on any issue that has not been approved and/or authorized by the Board. The sole exception to this restriction shall be limited to letters of recommendation on behalf of current or former employees or students of the District.

Censure and Procedure

Background

The Governing Board of the Center Joint Unified School District has a strong commitment to ethics. The public expects and must receive the highest standards of ethics from all of those in public service to the CJUSD community. In order to be able to enforce conformance to its ethical policies, the Governing Board must have a procedure by which it can censure its own members for violation of CJUSD Board policies, bylaws, Board Group Agreements, Board direction, norms for governance behavior established by the California School Boards Association, the Ralph M. Brown Act, Educational Employment Relations Act, mandates for those working and serving in educational institutions, laws prescribed under the California Education Code and Government Code, conflicts of interest, and dereliction of duties.

Dereliction of duty is a willful failure or self-incapacitation in performing one's responsibilities. For example; consistently arriving late to meetings, absence from sessions of Board meetings or professional development workshops, falling asleep while on duty, divulging confidential information, or claiming to speak for the Board without explicit authority as described in board bylaws. Violation of such laws, policies, or bylaws tends to injure the good name of the District and undermine the effectiveness of the Governing Board as a whole. Such conduct is deemed to be a dereliction of duty.

Purpose

This policy and procedure is intended to provide the mechanism by which the Board of Education, acting as a whole, can discipline and punish any of its members who violate state or federal laws applicable to the District, Board Group Agreements, or the policies and bylaws of the Board of Education.

Censure is a formal resolution of the Governing Board officially reprimanding one of its members. Censure is an appropriate measure when the violation of law or policy is deemed by the Governing Board to be a serious offense. In order to protect the overriding principle of freedom of speech, the Governing Board shall not impose "censure" on any of its members for the exercise of his or her First Amendment rights no matter how distasteful the expression was to the District and Board of Education.

Procedure

When, in the opinion of any member of the Board, another Board member has, by his or her actions, statements or other conduct, violated his or her obligations or responsibilities under statute, regulation, Board Policy, protocol, governance standards or specific Board direction, the Board Member so concluding shall have the right to place on the Board's Public Session agenda a Motion to Censure the

supposedly offending Board Member. Before doing so the member shall attempt to informally resolve the issue with the offending Board Member. The offending Board Member will be informed by the complainant Board member that if such behavior remains unchanged that the behavior would initiate a motion to censure.

If the behavior continues, the following policy and protocol will be utilized:

1. When, in the opinion of any member of the Board, another Board member has, by his or her actions, statements or other conduct, violated his or her obligations or responsibilities under statute, regulation, Board Policy, protocol, governance standards or specific Board direction, the Board Member so concluding shall have the right to place on the Board's Public Session agenda a Motion to Censure the supposedly offending Board Member. The placement of this item on the Board's public session agenda will be in compliance with Board Bylaw 9322: Agenda/Meeting Materials. If the offending member is the Board President, the Vice President shall be the Board representative to consider the placement of the item on the agenda.
2. Any such motion, when made, shall be in writing and shall include:
 - a. A specific description of the statute, regulation, Board policy or board direction that is claimed to have been violated;
 - b. A specific factual description of the alleged action, statement or other conduct of the Board Member at issue and a description of how that action, statement or other conduct constitutes a violation;
 - c. The specific language for the proposed censure by the Board of the Board Member for the alleged violation.
3. Any Motion to Censure will be effective upon three affirmative votes of the voting Board members. The Board Member who is the subject of the Censure Motion shall not, however, be permitted to vote on the motion, and his/her vote shall not be counted in calculating the simple majority.
4. Upon the introduction of any Motion to Censure, and prior to any vote thereon, and in an effort to avoid an official Board Censure, the Board member who is the subject of said Censure Motion shall be provided the opportunity to explain his/her action, statement, or other conduct, to apologize therefore, and to agree to future compliance with all relevant and applicable statutes, regulations, laws and Board policies and Administrative Regulations. The foregoing shall not, however, prevent the Board from voting upon or perfecting the Motion to Censure.
5. A decision to Censure requires the adoption of a Resolution enumerating the facts of the action(s) by the offending board member that violated any of the laws, policies, bylaws, norms, ethics, or codes of conduct governing Board members as described herein

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

GOVERNMENT CODE

1090 Financial interest in contract

1098 Disclosure of confidential information

1125-1129 Incompatible activities

54950-54963 Ralph M. Brown Act

87300-87313 Conflict of interest code

Bylaw
adopted:

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California.

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Superintendent's Office	Action Item <u>X</u>
To: Board of Trustees	Information Item _____
Date: May 18, 2022	# Attached Pages _____
From: Scott A. Loehr, Superintendent	
Principal/Administrator Initials: _____	

SUBJECT: First Reading: Board Policies/Regulations/Exhibits

Replace BP	0420.42	Charter School Renewal
Replace AR	3515.6	Criminal Background Check for Contractors
Replace BP	4030	Nondiscrimination in Employment
Replace E(1)	4112.9/4212.9/4312.9	Employee Notifications
Replace BP	4141.6/4241.6	Concerted Action/Work Stoppage
Replace AR	4217.3	Layoff/Rehire
Replace BP	5111	Admission
Replace AR	5111	Admission
Replace AR	5113	Absences and Excuses
Replace AR	5125	Student Records
Replace AR	5142	Safety
Replace E(1)	5145.6	Parental Notifications
Replace BP	5148	Child Care and Development
Replace AR	5148	Child Care and Development
Replace BP	5148.3	Preschool/Early Childhood Education
Replace AR	5148.3	Preschool/Early Childhood Education
Replace AP	6112	School Day
Replace BP	6143	Courses of Study
Replace AR	6143	Courses of Study
Replace BP	6170.1	Transitional Kindergarten
Replace BP	6173	Education for Homeless Children
Replace AR	6173	Education for Homeless Children
Replace E(1)	6173	Education for Homeless Children
Replace E(2)	6173	Education for Homeless Children
Replace BB	9150	Student Board Members
Replace BB	9320	Meetings and Notices
Replace BB	9322	Agenda/Meeting Materials

RECOMMENDATION: CJUSD Board of Trustees approve the first reading of presented policies/regulations/exhibits.

CSBA Sample

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0420.42(a)

CHARTER SCHOOL RENEWAL

Note: When the term of a charter granted by the Governing Board pursuant to Education Code 47605 is due to expire, the charter school must submit a petition for renewal to the Board in accordance with Education Code 47607.

For a charter that was granted by the State Board of Education (SBE) on appeal after being denied by the district pursuant to Education Code 47605, the renewal petition must first be submitted to the chartering authority designated by SBE ~~the district board that denied the charter, pursuant to~~ in accordance with Education Code 47605. For charters granted by SBE on appeal pursuant to Education Code 47605, as that section read on January 1, 2019, the charter school may continue operating until it is up for renewal, at which point it must submit a renewal petition to the board in the geographic boundaries where the charter school is located, pursuant to Education Code 47605.9.

A petition for the renewal of a charter that was originally granted by the County Board of Education on appeal after being denied by the district must be submitted directly to the County Board as the chartering authority pursuant to 5 CCR 11966.5.

Pursuant to Education Code 47607.4, as added by AB 130 (Ch. 44, Statutes of 2021), notwithstanding the renewal process established in Education Code 47605.9, 47607, 47607.2, or any other law, all charter schools whose term expires on or between January 1, 2022 and June 30, 2025 shall have their term extended by two years.

The Governing Board believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner, consistent with the timelines set out in the Education Code. The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education (SBE) on appeal after initial denial by the Board.

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 0420.43 - Charter School Revocation)

(cf. 0500 - Accountability)

The Board shall deny the renewal petition of any charter school operated as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

When a charter school, concurrently with its renewal petition, proposes to expand operations to one or more additional sites or grade levels, the charter school shall request a material revision to its charter. The material revision may be made only with the approval of the Board and in accordance with the standards and criteria in Education Code 47605 for material revisions. (Education Code 47607)

CHARTER SCHOOL RENEWAL (continued)

Note: The following **optional** paragraph may be revised to reflect district timelines for the submission of charter renewal petitions. Education Code 47605 requires that the Board grant or deny the renewal petition within 90 days of receiving the petition; see section entitled "Timelines for Board Action" below. However, it is recommended that charter schools submit their petition sufficiently early (e.g., as much as ~~nine~~ months before the term of the charter is due to expire) so that, in the event that the Board denies the renewal, the charter school may be able to appeal to the County Board and then to SBE and, if the school closes, to allow students of the charter school to transfer to another school.

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. (Education Code 47607; 5 CCR 11966.4)

Criteria for Granting or Denying Renewal

Note: Education Code 47607 and 47607.2 authorize different lengths of renewals for high-performing, middle-performing, and low-performing charter schools.

Pursuant to Education Code 47607, charter renewals are subject to the same standards and criteria as initial charter authorizations as specified in Education Code 47605, except that the Board may not deny the renewal of an existing charter school based on a finding that (1) the district has a negative or qualified interim certification, **or is under state receivership**, and is not positioned to absorb the fiscal impact of the proposed charter school or (2) the charter school is **demonstrably** unlikely to serve the interests of the entire community in which the school will be located (i.e., the school would substantially undermine or duplicate existing district services or programs). However, these two criteria may be used to deny a proposed expansion of an existing charter school **constituting a material revision**. See BP/AR 0420.4 - Charter School Authorization for more information regarding the standards and criteria for initial charter authorizations and renewals.

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. However, a charter renewal shall not be denied based on the fiscal impact of the charter school on the district or a finding that the charter school is **demonstrably** unlikely to serve the interests of the entire community in which the school is located, as described in Education Code 47605. (Education Code 47607)

The signature requirement for charter authorization petitions is not applicable to petitions for renewal. (Education Code 47607; **5 CCR 11966.4**)

Note: Pursuant to Education Code 47607.2, the review of the charter school's academic performance must be based on "verified data" from assessments and other indicators, **including in certain instances measures of postsecondary outcomes**, approved by SBE. In November 2020, SBE approved a list of valid and

CHARTER SCHOOL RENEWAL (continued)

reliable indicators of academic progress and postsecondary outcomes that may be used to demonstrate a charter school's academic performance. Such indicators are available on the **California Department of Education's CDE's** web site.

In determining whether to grant a charter renewal, the Board shall review both schoolwide performance and the performance of numerically significant student subgroups on the state and local indicators included in the California School Dashboard, giving greater weight to performance on measurements of academic performance. If the Dashboard indicators are not yet available for the most recently completed academic year before renewal, the Board shall consider verifiable data provided by the charter school related to the Dashboard indicators, such as data from the California Assessment of Student Performance and Progress, or any successor system, for the most recent academic year. The Board shall only consider data from sources adopted by SBE. (Education Code 47607, 47607.2)

Following the Board's review, a renewal of the charter petition may be granted in accordance with a three-tiered system based on school performance, as follows:

Note: Pursuant to Education Code 47607, as amended by **AB 130 SB 98 (Ch. 24, Statutes of 2020)**, the criteria described in item #1 below may be achieved for two of the **most recent years for which state data is available** ~~three years immediately~~ preceding the renewal decision, rather than for the two consecutive years immediately preceding the renewal, if the two consecutive years immediately preceding the renewal decision include the 2019-20 or **2020-21** school year.

1. **Renewal of Five to Seven Years**

- a. A charter school that is not eligible for technical assistance pursuant to Education Code 47607.3 shall be granted renewal for a period of five to seven years when, for two consecutive years immediately preceding the renewal, or for two of the **most recent years for which state data is available** ~~three years immediately~~ preceding the renewal **if the two consecutive years immediately preceding the renewal decision include the 2019-20 or 2020-21 school year, for any renewal submitted in the 2020-21 or 2021-22 school year**, the charter school achieved either of the following: (Education Code 47607)
 - (1) Received the two highest performance levels schoolwide on all the state indicators included in the Dashboard for which the charter school receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years
 - (2) For all measurements of academic performance, received performance levels schoolwide that are the same or higher than the state average

CHARTER SCHOOL RENEWAL (continued)

and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are higher than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups

- b. If the charter school satisfies the above criteria, it shall only be required to update the renewal petition to include a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed and, as necessary, to reflect the current program offered by the charter school. (Education Code 47607)

2. **Renewal of Five Years**

- a. A renewal shall be granted for five years if clear and convincing evidence, demonstrated by verified data, shows either of the following: (Education Code 47607.2)
 - (1) Measurable increases in academic achievement, as defined by at least one year's progress for each year in school
 - (2) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers
- b. For any such charter school, the Board may deny the renewal petition **only** upon making written factual findings that the charter school failed to meet or make sufficient progress toward meeting standards that provide a benefit to students at the school, that the closure of the charter school is in the best interest of students, and that the Board's decision provided greater weight to performance on measurements of academic performance. (Education Code 47607.2)

Note: Education Code 47607.2, as amended by **AB 130 SB-98**, authorizes the Board to deny renewal of a charter if the criteria described in item #3 below apply in two of the **most recent years for which state data is available** ~~three years immediately~~ preceding the renewal **decision**, rather than for two consecutive years immediately preceding the renewal **decision**, if the two consecutive years immediately preceding the renewal include the 2019-20 **or 2020-21** school year.

3. **Denial/Two-Year Renewal**

- a. The Board shall generally not renew a charter if, for two consecutive years immediately preceding the renewal decision, or for two of the **three most recent years for which state data is available** immediately preceding the

CHARTER SCHOOL RENEWAL (continued)

renewal if the two consecutive years immediately preceding the renewal decision include the 2019-20 or 2020-21 school year, for any renewal submitted in the 2020-21 or 2021-22 school year, either of the following applies: (Education Code 47607.2)

- (1) The charter school has received the two lowest performance levels schoolwide on all the state indicators included in the Dashboard for which it receives performance levels, provided the charter school has schoolwide performance levels on at least two measurements of academic performance per year in each of the two years
 - (2) For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or lower than the state average and, for a majority of numerically significant student subgroups performing statewide below the state average in each respective year, received performance levels that are lower than the state average, provided that the charter school has performance levels on at least two measurements of academic performance for at least two subgroups
- b. However, the Board may grant a two-year renewal to any such charter school if the Board makes written factual findings, setting forth specific facts to support the findings, that: (Education Code 47607.2)
- (1) The charter school is taking meaningful steps to address the underlying cause(s) of low performance, and those steps are reflected, or will be reflected, in a written plan adopted by the governing body of the charter school.
 - (2) There is clear and convincing evidence, demonstrated by verified data, showing achievement of the criteria specified in item #2a above

In addition to all the grounds stated above for denial of a charter renewal, the Board may deny renewal of a charter upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors or a finding that the school is not serving all students who wish to attend. When denying a charter renewal for either of these reasons, the Board shall provide the charter school at least 30 days' notice of the alleged violation and a reasonable opportunity to cure the violation, including the submission of a proposed corrective action plan. The Board may deny the renewal for these reasons only upon a finding that either the corrective action

CHARTER SCHOOL RENEWAL (continued)

proposed by the charter school has been unsuccessful or that the violations are sufficiently severe and pervasive as to render a corrective action plan unviable. Any finding that a school is not serving all students who wish to attend shall specifically identify the evidence supporting the finding. (Education Code 47607)

Note: Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status (DASS) program, which uses modified methods of measurement for accountability indicators when appropriate. Charter schools that participate in the DASS are subject to the following criteria specified in Education Code 47607.

A charter school that qualifies for the state's Dashboard Alternative School Status shall not be subject to any of the above criteria. Instead, in determining whether to grant a charter renewal for such a charter school, the Board shall consider, in addition to the charter school's performance on the state and local indicators included in the Dashboard, the charter school's performance on alternative metrics applicable to the charter school based on the student population served. The Board shall meet with the charter school during the first year of the charter school's term to mutually agree to discuss alternative metrics to be considered and shall notify the charter school of the alternative metrics to be used within 30 days of this meeting. The Board may deny a charter renewal only upon making written findings, setting forth specific facts to support the findings, that the closure of the charter school is in the best interest of students. (Education Code 47607)

Timelines for Board Action

Note: State law does not expressly provide a timeline for a public hearing on the renewal petition or for the Board's final decision on the renewal. However, pursuant to Education Code 47607, renewals are generally subject to the same standards and criteria applicable to initial charter authorizations, as specified in Education Code 47605. The following section reflects the timelines established for initial charter authorizations.

Within 60 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school, determine the level of support for the petition, and obtain public input. A petition is deemed received on the day the petitioner submits a petition to the district office, along with a signed certification that the petitioner deems the petition to be complete. (Education Code 47605)

The Board shall either grant or deny the charter renewal within 90 days of receiving the petition. The date may be extended by an additional 30 days if both the petitioner and the Board agree to the extension. (Education Code 47605)

At least 15 days before the public hearing at which the Board will grant or deny the charter petition, the Board shall publish all staff recommendations and recommended findings

CHARTER SCHOOL RENEWAL (continued)

regarding the petition. During the public hearing, petitioners shall have equal time and opportunity to present evidence and testimony to respond to the staff recommendations and findings. (Education Code 47605)

Note: Though 5 CCR 11966.4 provides that an "automatic renewal" results when the Board does not make a written factual finding on which a denial may be based within 60 days of receiving the renewal petition, the timelines specified in Education Code 47605 and described above should be followed, as they supersede the inconsistent regulation. The district should consult legal counsel in the event of a question regarding the timelines.

If the Board fails to make a written factual finding when required for denial of the petition pursuant to the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (~~5 CCR 11966.4~~)

The Superintendent or designee shall provide notification to **the California Department of Education CDE**, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. (Education Code 47605, 47607.5)

School Closure

If a charter is not renewed and the charter school ceases operation, the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962 shall be implemented. (Education Code 47604.32, 47605)

*Legal Reference:*EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 Definition of numerically significant student subgroup

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11962-11962.1 Definitions

11966.4 Submission of charter renewal petition

11966.5 Charter petitions that have not been renewed; submission to county board of education

UNITED STATES CODE, TITLE 20

~~7223-7225 Charter schools~~ 7221-7221j Expanding opportunity through quality charter schools

Management Resources: (see next page)

CHARTER SCHOOL RENEWAL (continued)

Management Resources:

CSBA PUBLICATIONS

~~The Role of the Charter School Authorizer, Online Course~~

Charter Schools: A Guide for Governance Teams, rev. **June 2021** ~~2016~~

WEB SITES

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

California Charter Authorizing Professionals: <https://calauthorizers.org>

California Charter Schools Association: <https://www.ccsa.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/ch>

National Association of Charter School Authorizers: <https://www.qualitycharters.org>

U.S. Department of Education: <http://www.ed.gov>

(3/20 3/21) 12/21

Policy 0420.42: Charter School Renewal

Status: ADOPTED

Original Adopted Date: 12/19/2018

The Governing Board believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner. The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education on appeal after initial denial by the Board.

(cf. 0420.4 - Charter School Authorization)

(cf. 0420.41 - Charter School Oversight)

(cf. 0420.43 - Charter School Revocation)

(cf. 0500 - Accountability)

No charter school that submits a renewal petition on or after July 1, 2019 shall be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605, except that the signature requirement for new petitions is not applicable to petitions for renewal. (Education Code 47607; 5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the Board shall consider the past academic, financial, and operational performance of the charter school in evaluating the likelihood of future success, along with any plans for improvement. Increases in academic achievement for all numerically significant groups of students served by the charter school, as defined in Education Code 52052, shall be the most important factor. (Education Code 47607; 5 CCR 11966.4)

The Board shall not deny a renewal petition unless it makes written factual findings, specific to the particular petition, setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
5. The charter school has failed to demonstrate that it meets at least one of the following criteria of academic performance:
 - a. Increases in academic achievement for all groups of students schoolwide and among numerically significant student subgroups, as determined using measures identified pursuant to Education Code 52052
 - b. Academic performance at least equal to the academic performance of the public schools that the charter school

students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school

Such performance shall be determined based on a review of documented clear and convincing data; student achievement data from assessments, including, but not limited to, state academic achievement tests, for demographically similar student populations in comparison schools; and information submitted by the charter school. The Board shall not grant a renewal until at least 30 days after the submission of any such documentation by the charter school. The Superintendent or designee shall submit to the Superintendent of Public Instruction copies of supporting documentation and a written summary of the basis for the Board's determination.

(cf. 6162.51 - State Academic Achievement Tests)

c. Qualification for the state's alternative accountability system for schools that serve high-risk students

Timelines for Board Action

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. (Education Code 47605, 47607.5)

CSBA Sample

Administrative Regulation

Business and Noninstructional Operations

AR 3515.6(a)

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS

Note: Education Code 45125.1, as amended by AB 130 (Ch. 44, Statutes of 2021), and 45125.2 require any entity that has a contract with the district to ensure that employees who interact with students outside of the immediate supervision and control of the student's parent/guardian or school staff, have a valid criminal records summary as described in Education Code 44237. ~~certain employees of entities contracting to provide services to the district, as specified below, to obtain a criminal background check. Pursuant to Education Code 45125.1, as amended by AB 949 (Ch. 84, Statutes of 2017), the requirement for a criminal background check also applies to any individual operating as a sole proprietor who contracts with the district. In the case of a sole proprietor, Education Code 45125.1, as amended, provides that it is the responsibility of the district to prepare and submit the employee's fingerprints to the Department of Justice (DOJ) for processing.~~

~~When the employees of~~ **Except** in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable, any entity contracting with the district ~~to provide specified for~~ services that may require the entity's employees to interact will ~~have contact~~ with students, outside of the immediate supervision and control of parents/guardians or school staff, ~~the entity shall certify to the district that each of its in writing to the Superintendent or designee that none of those employees who may interact with students has a valid criminal records summary as described in Education Code 44237 and that neither the entity nor any of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. Such contracting entity shall also be required to immediately provide the district with any subsequent arrest and conviction information received pursuant to the subsequent arrest service. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district. (Education Code 44237, 45125.1)~~

On a case-by-case basis, the Superintendent or designee may require ~~a contracting any entity with which the district has a contract providing school site services other than those listed above to comply with these same requirements. (Education Code 45125.1)~~

Note: Pursuant to Education Code 45125.1, as amended by AB 130, ~~as amended by AB 949 (Ch. 84, Statutes of 2017)~~, the requirement for a criminal records summary ~~background check~~ also applies to any individual operating as a sole proprietor who contracts with the district. In the case of a sole proprietor, Education Code 45125.1, ~~as amended~~, provides that it is the responsibility of the district to prepare and submit the sole proprietor's employee's fingerprints to the Department of Justice (DOJ) ~~for processing.~~

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

~~In the case of~~ **For an individual who is operating as the a sole proprietor of an entity, the Superintendent or designee shall treat the individual as an employee of the entity and shall prepare and submit the individual's employee's fingerprints to the Department of Justice (DOJ). (Education Code 45125.1)**

~~If a~~ Any contracting entity's employee who ~~may have contact with students~~ has been convicted of a violent or serious felony, as defined in **Education Code 45122.1, shall not be permitted to interact with students unless** a certificate of rehabilitation and a pardon as required pursuant to **Penal Code 4852.01-4852.22** ~~Education Code 45125.1 shall be~~ **has been** submitted to the Superintendent or designee ~~before the contracting employee is authorized to perform the work for the district.~~ (Education Code 45125.1)

~~These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services: (Education Code 45125.1, 45125.2)~~

- ~~1. — School and classroom janitorial services~~
- ~~2. — School site administrative services~~
- ~~3. — School site grounds and landscape maintenance services~~
- ~~4. — Student transportation services~~
- ~~5. — School site food related services~~
- ~~6. — Construction, reconstruction, rehabilitation, or repair of a school facility~~

~~(cf. 3540 — Transportation)~~

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

~~(cf. 3600 — Consultants)~~

~~(cf. 7140 — Architectural and Engineering Services)~~

~~On a case by case basis, the Superintendent or designee may require a contracting entity providing school site services other than those listed above to comply with these requirements. (Education Code 45125.1)~~

The Superintendent or designee may determine that criminal background checks will not be required if: ~~if~~ **the contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies the contracting entity is providing services in an emergency or exceptional situation,** or the district uses one or more of the following methods to ensure student safety: (Education Code 45125.2)

- 1a. The installation of a physical barrier at the worksite to limit contact with students**

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

- 2b.** Continual supervision and monitoring of all employees of the entity by an employee of the entity whom **DOJ** ~~the Department of Justice~~ has ascertained has not been convicted of a violent or serious felony
- 3e.** Surveillance of employees of the entity by school personnel
- ~~1. The contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)~~
- ~~2. The employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether students will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others. (Education Code 45125.1)~~

Note: The following paragraph **is optional and** may be revised to reflect district practice.

~~Upon a determination that an employee will have limited contact with students, the Superintendent or designee shall~~ **may** take appropriate steps to protect the safety of any students who may come in contact with ~~this employee's of contracting entities, including, but are not limited to, ensuring that the employee's of such entities perform is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is do not working alone when students are present, limiting the employee's have limited access to school grounds, and/or are provided providing the employee with a visible means of identification, and/or that there are for regular patrols or supervision of the site from district security or personnel. (Education Code 45125.1)~~

Note: The following paragraph ~~may be revised to reflect district practice.~~

~~These steps may include, but are not limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds, and/or providing the employee with a visible means of identification.~~

(cf. 3515.3 - District Police/Security Department)

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

3. ~~The contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies or the district uses one or more of the following methods to ensure student safety: (Education Code 45125.2)~~
- a. ~~The installation of a physical barrier at the worksite to limit contact with students~~
 - b. ~~Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony~~
 - c. ~~Surveillance of employees of the entity by school personnel~~

Legal Reference:

EDUCATION CODE

41302.5 *School districts, definition*

44237 Applicants for employment; fingerprints for purpose of criminal record summary

45122.1 *Classified employees, conviction of a violent or serious felony*

45125.1 *Criminal background checks for contractors; criminal records summary*

45125.2 *Criminal background checks for construction*

PENAL CODE

667.5 *Prior prison terms, enhancement of prison terms*

1192.7 *Plea bargaining limitation*

4852.01-4852.22 Procedure for restoration of rights and application for pardon

Management Resources:

WEB SITES

Department of Justice: <https://oag.ca.gov/fingerprints>

(10/98 10/17) 12/21

Regulation 3515.6: Criminal Background Checks For Contractors

Status: ADOPTED

Original Adopted Date: 02/21/2018

When the employees of any entity contracting with the district to provide specified services will have contact with students, the entity shall certify in writing to the Superintendent or designee that none of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. In the case of a sole proprietor, the Superintendent or designee shall prepare and submit the employee's fingerprints to the Department of Justice. If any contracting employee who may have contact with students has been convicted of a violent or serious felony as defined, a certificate of rehabilitation and a pardon as required pursuant to Education Code 45125.1 shall be submitted to the Superintendent or designee before the contracting employee is authorized to perform the work for the district. (Education Code 45125.1)

These requirements shall apply to a sole proprietor or entity contracting with the district to provide any of the following services: (Education Code 45125.1, 45125.2)

1. School and classroom janitorial services
2. School site administrative services
3. School site grounds and landscape maintenance services
4. Student transportation services
5. School site food-related services
6. Construction, reconstruction, rehabilitation, or repair of a school facility

(cf. 3540 - Transportation)

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

(cf. 3600 - Consultants)

(cf. 7140 - Architectural and Engineering Services)

On a case-by-case basis, the Superintendent or designee may require a contracting entity providing school site services other than those listed above to comply with these requirements. (Education Code 45125.1)

The Superintendent or designee may determine that criminal background checks will not be required if:

1. The contracting entity is providing services in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable. (Education Code 45125.1)
2. The employees of the contracting entity will have limited contact with students. In determining whether a contract employee has limited contact with students, the Superintendent or designee shall consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether students will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others. (Education Code 45125.1)

Upon a determination that an employee will have limited contact with students, the Superintendent or designee shall take appropriate steps to protect the safety of any students who may come in contact with this employee. (Education Code 45125.1)

These steps may include, but are not limited to, ensuring that the employee is working during nonschool hours, providing for regular patrols or supervision of the site from district security or personnel, ensuring that the employee is not working alone when students are present, limiting the employee's access to school grounds, and/or providing the employee with a visible means of identification.

(cf. 3515.3 - District Police/Security Department)

3. The contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and either item #1 or #2 above applies or the district uses one or more of the following methods to ensure student safety: (Education

Code 45125.2)

- a. The installation of a physical barrier at the worksite to limit contact with students
 - b. Continual supervision and monitoring of all employees of the entity by an employee of the entity who in the Department of Justice has ascertained has not been convicted of a violent or serious felony
 - c. Surveillance of employees of the entity by school personnel
-

Policy 4030: Nondiscrimination In Employment

Status: ADOPTED

Original Adopted Date: 05/01/2016 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

CSBA NOTE: The following Board policy and accompanying administrative regulation are mandated pursuant to Government Code 11138 and 2 CCR 11023. The California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibits districts and district employees from harassing or discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, ~~military and veteran~~ veteran or military status, sex, sexual orientation, gender, gender identity, or gender expression. Pursuant to Government Code 12940, these protections apply to employees, job applicants, persons who serve in an unpaid internship or other limited-duration program to gain unpaid work experience, volunteers, and independent contractors.

The same or similar protections are available to employees and job applicants under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).

For policy addressing sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

~~CSBA NOTE: 2 CCR 11027.1, as added by Register 2018, No. 20, provides a definition of "national origin" for the purpose of implementing state nondiscrimination laws.~~

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical

condition, genetic information, ~~military and veteran~~ veteran or military status, sex, ~~sexual~~ orientation, gender, gender identity, gender expression, or association with a person ~~or~~ group with one or more of these actual or perceived characteristics.

CSBA NOTE: 2 CCR 11028, prohibits inquiry into an employee's immigration status or discrimination on the basis of such status, unless the district provides clear and convincing evidence that it is required to do so in order to comply with federal immigration law. Districts should consult legal counsel as necessary.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that ~~it is necessary~~ the district is required to do so in order to comply with federal immigration law. (2 CCR 11028)

CSBA NOTE: The following items illustrate unlawful discriminatory practices as specified in Government Code 12940. Labor Code 1197.5 prohibits the payment of different wage rates to employees for similar work based on sex, race, or ethnicity and prohibits the use of prior salary history by itself to justify any disparity in compensation under the bona fide factor exception.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. ~~Discrimination in Hiring~~, compensation, terms, conditions, and other privileges of employment
2. Taking of ~~an~~-adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the ~~individual's~~ employee's work performance or creating an intimidating, hostile, or offensive work environment

CSBA NOTE: Item #4 below ~~addresses the~~ lists some, but not all, specific practices prohibited under Government Code 12940 or 2 CCR 11006-11086 in relation to certain protected categories. For example, because "sex" as defined in Government Code 12926 includes pregnancy, childbirth, breastfeeding, or related medical conditions, any of these conditions may be the basis for an employee's sex discrimination claim. As the specific prohibitions are too numerous to list in policy, it is recommended that district legal counsel be consulted when questions arise as to any specific claim.

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

- a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status
- b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
- c. ~~Requirement for a~~ Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

CSBA NOTE: Retaliation against complainants or other participants in the grievance procedures is prohibited by Government Code 12940 and 34 CFR 110.34. In addition to the general prohibition against retaliation, Government Code 12940 provides that an employee who requests accommodation for a physical or mental disability or religious belief is protected from retaliation as specified below. CSBA recommends that this protection be extended to all protected characteristics, as provided below.

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

CSBA NOTE: Pursuant to Government Code 12964.5, the district is prohibited from requiring an employee, in exchange for a raise or bonus or as a condition of employment or continued employment, to sign a nondisparagement agreement or similar document that would deny the employee the right to disclose information about unlawful acts in the workplace or requiring an employee to release the right to file a claim or civil action against the district.

Pursuant to Government Code 12964.5, as amended by SB 331 (Ch. 638, Statutes of 2021), the above prohibition applies not only to claims or complaints of sexual harassment or sexual

assault, but to those involving harassment or discrimination based on any protected characteristic and to other unlawful employment practices under FEHA.

No employee shall, in exchange for a raise or bonus or as a condition of employment ~~or~~ continued employment, be required to sign ~~any document that a~~ releases of the employee's claim or right to file a claim against the district or to disclose a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful employment practices acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

CSBA NOTE: Pursuant to 2 CCR 11019, in certain instances, an employee's (especially a supervisor's) knowledge or notice of prohibited conduct of another employee or individual may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940, ~~as amended by SB 1300,~~ provides that a district may be responsible for harassment of employees by nonemployees ~~where~~ when the district knows or should have known of the conduct and failed to take immediate and corrective action, taking into consideration the extent of the district's control and other legal responsibility that the district may have with respect to the conduct of those nonemployees. Also see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

See the accompanying administrative regulation for requirements related to the identification of the employee who will be responsible for compliance with ~~the~~ nondiscrimination laws.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. ~~The district shall protect any employee who reports such incidents from retaliation.~~

CSBA NOTE: Government Code 12940 and 2 CCR 11023 require districts to take all reasonable steps to prevent prohibited discrimination and harassment, including, but not limited to, dissemination of the district's policy on the prevention of harassment, discrimination, and retaliation. In addition, Government Code 12950 requires districts to post, in prominent and accessible locations on district premises, posters developed by the California Department of Fair Employment and Housing (DFEH), which are available on DFEH's web site. For further information on prevention strategies, see the accompanying administrative regulation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other related prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

CSBA NOTE: Government Code 12946, as amended by SB 807 (Ch. 278, Statutes of 2021), makes it an unlawful employment practice for a district to fail to maintain certain **records and files for employees, applicants, and terminated employees, as provided in the following paragraph.**

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Department of Fair Employment and Housing, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

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	Description
2 CCR 11006-11086	Discrimination in employment
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11024	Required training and education on harassment based on sex, gender identity and expression, and sexual orientation
2 CCR 11027-11028	National origin and ancestry discrimination
5 CCR 4900-4965	Nondiscrimination in elementary and secondary education programs

Civ. Code 51.7	Freedom from violence or intimidation
Ed. Code 200-262.4	Educational equity; prohibition of discrimination on the basis of sex
Gov. Code 11135	Unlawful discrimination
Gov. Code 11138	Rules and regulations
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 12940-12952	Unlawful employment practices
Gov. Code 12960-12976	Unlawful employment practices; complaints
Pen. Code 422.56	Definitions, hate crimes
Federal	Description
20 USC 1681-1688	Title IX of the Education Amendments of 1972
28 CFR 35.101-35.190	Americans with Disabilities Act
29 USC 621-634	Age Discrimination in Employment Act
29 USC 794	Rehabilitation Act of 1973, Section 504
34 CFR 100.6	Compliance information
34 CFR 104.7	Designation of responsible employee for Section 504
34 CFR 104.8	Notice
34 CFR 106.8	Designation of responsible employee and adoption of grievance procedures
34 CFR 106.9	Dissemination of policy
34 CFR 110.1-110.39	Nondiscrimination on the basis of age
42 USC 12101-12213	Americans with Disabilities Act
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964, as amended
42 USC 2000e-2000e-17	Title VII, Civil Rights Act of 1964, as amended
42 USC 2000ff-2000ff-11	Genetic Information Nondiscrimination Act of 2008
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	Age discrimination in federally assisted programs
Management Resources	Description
CA Dept of Fair Employment and Housing Publication	Transgender Rights in the Workplace

CA Dept of Fair Employment and Housing Publication

CA Dept of Fair Employment and Housing Publication

CA Dept of Fair Employment and Housing Publication

Court Decision

Court Decision

U.S. DOE Office for Civil Rights Publication

U.S. Equal Employment Opportunity Comm Publication

U.S. Equal Employment Opportunity Comm Publication

Website

Website

Website

California Law Prohibits Workplace Discrimination and Harassment

Workplace Harassment Guide for California Employers

Your Rights and Obligations as a Pregnant Employee

Shephard v. Loyola Marymount, (2002) 102 Cal.Appl 4th 837

Thomson v. North American Stainless LP, (2011) 131 S.Ct. 863

Notice of Non-Discrimination, August 2010

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

EEOC Compliance Manual

California Department of Fair Employment and Housing

U.S. Department of Education, Office for Civil Rights

U.S. Equal Employment Opportunity Commission

Cross References

Code

0410

0470

1113

1113

1113-E(1)

1114

1114

1240

1240

1312.1

1312.1

1312.3

1312.3

Description

Nondiscrimination In District Programs And Activities

COVID-19 Mitigation Plan

District And School Web Sites

District And School Web Sites

District And School Web Sites

District-Sponsored Social Media

District-Sponsored Social Media

Volunteer Assistance

Volunteer Assistance

Complaints Concerning District Employees

Complaints Concerning District Employees

Uniform Complaint Procedures

Uniform Complaint Procedures

1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
3312	Contracts
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3580	District Records
3580	District Records
3600	Consultants
4000	Concepts And Roles
4032	Reasonable Accommodation
4033	Lactation Accommodation
4111	Recruitment And Selection
4111.2	Legal Status Requirement
4111.2	Legal Status Requirement
4112.4	Health Examinations
4112.41	Employee Drug Testing
4112.41	Employee Drug Testing
4112.6	Personnel Files
4112.8	Employment Of Relatives
4112.9	Employee Notifications
4112.9-E(1)	Employee Notifications
4113.5	Working Remotely
4114	Transfers
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.1	Civil And Legal Rights
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.22	Dress And Grooming

4119.23	Unauthorized Release Of Confidential/Privileged Information
4119.41	Employees With Infectious Disease
4131	Staff Development
4144	Complaints
4144	Complaints
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4211	Recruitment And Selection
4211.2	Legal Status Requirement
4211.2	Legal Status Requirement
4212.4	Health Examinations
4212.41	Employee Drug Testing
4212.41	Employee Drug Testing
4212.6	Personnel Files
4212.8	Employment Of Relatives
4212.9	Employee Notifications
4212.9-E(1)	Employee Notifications
4213.5	Working Remotely
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)
4219.1	Civil And Legal Rights
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.22	Dress And Grooming
4219.23	Unauthorized Release Of Confidential/Privileged Information

4219.41	Employees With Infectious Disease
4231	Staff Development
4244	Complaints
4244	Complaints
4251	Employee Compensation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.5	Military Leave
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4311	Recruitment And Selection
4311.2	Legal Status Requirement
4311.2	Legal Status Requirement
4312.4	Health Examinations
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4319.1	Civil And Legal Rights
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.22	Dress And Grooming
4319.23	Unauthorized Release Of Confidential/Privileged Information
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4344	Complaints

4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.5	Military Leave
4361.8	Family Care And Medical Leave
9000	Role Of The Board
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9321	Closed Session

Policy Reference UPDATE Service

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Regulation 4030: Nondiscrimination In Employment

Status: ADOPTED

Original Adopted Date: 06/12/2019

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

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

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4032 - Reasonable Accommodation)

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Director of Student Services

8408 Watt Avenue

Antelope, CA 95843

(916) 338-6413

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees and post electronically on computers in a conspicuous location, the California Department of Fair Employment and Housing (DFEH) posters in regard to workplace discrimination and harassment and the rights of transgender employees (Government Code 12950)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)

- a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
- b. Posting them in all district schools and offices, including staff lounges and other prominent locations
- c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4111/4211/4311 - Recruitment and Selection)

3. Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)

- a. Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
- b. Sending the policy via email with an acknowledgment return form

c. Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies

d. Discussing the policy with employees upon hire and/or during a new hire orientation session

e. Any other way that ensures employees receive and understand the policy

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

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior

5. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

The district may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and motivates them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce

Complaint Procedure

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. **Notice and Receipt of Complaint:** A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The employee's direct supervisor may be bypassed in filing a complaint where the supervisor is the subject of the complaint.

The complainant may file a written complaint in accordance with this procedure or may first attempt to resolve the situation informally with the employee's supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The

coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960
 2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
 3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)
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Exhibit 4112.9-E(1): Employee Notifications

Status:
ADOPTED

Original Adopted Date: 05/01/2016 | **Last Revised Date:** 03/01/2022 | **Last Reviewed Date:** 03/01/2022

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Government Code 8355; 41 USC 8102;	BP 4020 BP 4159	District's drug- and alcohol-free workplace; actions to be

34 CFR 84.205,
84.210

4259
4359

taken if violated; available
employee assistance programs

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 AR 4261.1 4361.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year

To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
<u>To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses</u>	<u>Welfare and Institutions Code 827</u>	<u>AR 4158 4258 4358</u>	<u>Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff</u>
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee	2 CCR 11091,	AR 4161.8	Benefits through Family and

handbook, or to each new employee	11095; 29 CFR 825.300	4261.8 4361.8	Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
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To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
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<u>To all employees working with homeless families</u>	<u>42 USC 11432</u>	<u>AR 6173</u>	<u>Duties of district liaison for homeless students</u>
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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I. To All Employees (continued)

To all employees	34 CFR 106.8	AR 4119.11 4219.11 4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
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Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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II. To Certificated Employees

To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
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Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
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To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
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30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated	Education Code 44663	AR 4115	Copy of employee's evaluation
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staff, in any year in which employee is evaluated

To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education Code
44664

AR 4115

Notice and description of the unsatisfactory performance

By May 30, if district issues reemployment notices to certificated employees

Education Code
44842

AR 4112.1

Request that the employee notify district of intent to remain in service next year

To probationary and temporary certificated employees upon employment, and every July thereafter

Education Code
44916

AR 4112.1
AR 4121

Employment status and salary

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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II. To Certificated Employees (continued)

To probationary employee, by March 15

Education Code
44929.21, 44929.23,
44948.5

BP 4116

Whether or not employee is reelected for next school year

When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Education Code
44934, 44934.1,
44936

BP 4118
AR 4118

Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education Code
44938

BP 4118

Notice of deficiency and opportunity to correct

To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education Code
44938

BP 4118

Notice of deficiency and opportunity to correct

To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education Code
44940.5

AR 4118

Notice of intent to dismiss 30 days from notice unless employee demands hearing

To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee

Education Code
44948.3

AR 4118

Reasons for dismissal and opportunity to appeal

By March 15 when necessary

Education Code

BP 4117.3

Reasons for personnel

to reduce certificated personnel, with final notice by May 15	44949, 44955		reduction and employee s' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
<u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated</u>	<u>Education Code 44955.5</u>	<u>BP 4117.3</u>	<u>Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board</u>
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
<u>To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion</u>	<u>Education Code 48201</u>	<u>AR 4158 4258 4358</u>	<u>Student has committed specified act that constitutes ground for suspension or expulsion</u>
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
<u>By March 15, when laid off due to</u>	<u>Education Code 45117</u>	<u>AR 4217.3</u>	<u>Notice of layoff, displacement</u>

lack of work or lack of funds, with final notice by May 15

and reemployment rights, right to hearing; final notice of Board decision regarding termination

During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education Code 45117 AR 4217.3

District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

At least 60 days prior to the effective date of layoff, or by April 29 for if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year

Education Code 45117

AR 4217.3

Notice of layoff date, displacement and reemployment rights

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program	49 CFR 382.113, 382.601	AR 4112.42 4212.42	Explanation of federal requirements for drug testing

and thereafter upon employment		4312.42	program and district's policy; <u>prior to administration of each</u> <u>drug or alcohol test</u>
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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IV. To Administrative/Supervisory Personnel

To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances

In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed

To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
<u>When document identifying employee who is victim of domestic violence is disclosed</u>	<u>Labor Code 230</u>	<u>AR 4158</u> <u>4258</u> <u>4358</u>	<u>Accommodations and leave for victims of domestic violence</u>
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances (continued)

To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

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	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling, limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status, alleged misconduct
8 CCR 3204	Employees exposed to bloodborne pathogens standard
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records, specifically - breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy

Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Notice of public hearing on year-round schedule
Ed. Code 44031	Personnel file contents, inspection
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices, certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures, districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified, administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
<u>Ed. Code 44955.5</u>	<u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u>
Ed. Code 45113	Notification of charges, classified employees
Ed. Code 45117	Notice of layoff, classified employees
Ed. Code 45169	Employee salary data, classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Notice of public hearing on block schedule

<u>Ed. Code 48201</u>	<u>Transfer student's record for acts that resulted in suspension or expulsion</u>
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
<u>Lab. Code 230</u>	<u>Accommodations and leave for victims of domestic violence</u>
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications re: workers' compensation benefits
Lab. Code 5401	Workers' compensation, claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act, notification requirement
Pen. Code 11166.5	Employment, statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
<u>Welfare and Institutions Code 827</u>	<u>Limited exception to juvenile court record</u>
Federal	Description

29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Dissemination of policy
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act, notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
<u>42 USC 11431-11435</u>	<u>McKinney-Vento Homeless Assistance Act</u>
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances

3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel

4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157.1	Work-Related Injuries
<u>4158</u>	<u>Employee Security (BP and AR)</u>
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257.1	Work-Related Injuries
<u>4258</u>	<u>Employee Security (BP and AR)</u>
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.5	Military Leave

4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357.1	Work-Related Injuries
<u>4358</u>	<u>Employee Security (BP and AR)</u>
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.5	Military Leave
4361.8	Family Care And Medical Leave
6117	Year-Round Schedules
<u>6173</u>	<u>Education for Homeless Children (BP/AR/E(1)/E(1))</u>
9310	Board Policies
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9321	Closed Session

Policy Reference UPDATE Service

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Exhibit 4212.9-E(1): Employee Notifications

Status:
ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 03/01/2022 | Last Reviewed Date: 03/01/2022

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Government Code 8355; 41 USC 8102;	BP 4020 BP 4159	District's drug- and alcohol-free workplace; actions to be

34 CFR 84.205, 84.210	4259 4359	taken if violated; available employee assistance programs
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 AR 4261.1 4361.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year

To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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I. To All Employees (continued)

Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
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Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
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Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
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<u>To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses</u>	<u>Welfare and Institutions Code 827</u>	<u>AR 4158 4258 4358</u>	<u>Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff</u>
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To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
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To all employees via employee	2 CCR 11091,	AR 4161.8	Benefits through Family and
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handbook, or to each new employee	11095; 29 CFR 825.300	4261.8 4361.8	Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
<u>To all employees working with homeless families</u>	<u>42 USC 11432</u>	<u>AR 6173</u>	<u>Duties of district liaison for homeless students</u>

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees	34 CFR 106.8	AR 4119.11 4219.11 4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated	Education Code 44663	AR 4115	Copy of employee's evaluation

staff, in any year in which employee is evaluated

To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education Code
44664

AR 4115

Notice and description of the unsatisfactory performance

By May 30, if district issues reemployment notices to certificated employees

Education Code
44842

AR 4112.1

Request that the employee notify district of intent to remain in service next year

To probationary and temporary certificated employees upon employment, and every July thereafter

Education Code
44916

AR 4112.1
AR 4121

Employment status and salary

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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II. To Certificated Employees (continued)

To probationary employee, by March 15

Education Code
44929.21, 44929.23,
44948.5

BP 4116

Whether or not employee is reelected for next school year

When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Education Code
44934, 44934.1,
44936

BP 4118
AR 4118

Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/ dismissal notice

Education Code
44938

BP 4118

Notice of deficiency and opportunity to correct

To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education Code
44938

BP 4118

Notice of deficiency and opportunity to correct

To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education Code
44940.5

AR 4118

Notice of intent to dismiss 30 days from notice unless employee demands hearing

To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee

Education Code
44948.3

AR 4118

Reasons for dismissal and opportunity to appeal

By March 15 when necessary

Education Code

BP 4117.3

Reasons for personnel

to reduce certificated personnel, with final notice by May 15	44949, 44955		reduction and employees' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
<u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated</u>	<u>Education Code 44955.5</u>	<u>BP 4117.3</u>	<u>Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board</u>
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

II. To Certificated Employees (continued)

To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
<u>To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion</u>	<u>Education Code 48201</u>	<u>AR 4158 4258 4358</u>	<u>Student has committed specified act that constitutes ground for suspension or expulsion</u>
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

III. To Classified Employees

When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
<u>By March 15, when laid off due to</u>	<u>Education Code 45117</u>	<u>AR 4217.3</u>	<u>Notice of layoff, displacement</u>

lack of work or lack of funds, with final notice by May 15

and reemployment rights, right to hearing; final notice of Board decision regarding termination

During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education Code 45117 AR 4217.3

District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

At least 60 days prior to the effective date of layoff, or by April 29 for if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year

Education Code 45117

AR 4217.3

Notice of layoff date, displacement and reemployment rights

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program	49 CFR 382.113, 382.601	AR 4112.42 4212.42	Explanation of federal requirements for drug testing

and thereafter upon employment		4312.42	program and district's policy; <u>prior to administration of each drug or alcohol test</u>
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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IV. To Administrative/Supervisory Personnel

To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances

In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed

To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
<u>When document identifying employee who is victim of domestic violence is disclosed</u>	<u>Labor Code 230</u>	<u>AR 4158</u> <u>4258</u> <u>4358</u>	<u>Accommodations and leave for victims of domestic violence</u>
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances (continued)

To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

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

Description

13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling, limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status, alleged misconduct
8 CCR 3204	Employees exposed to bloodborne pathogens standard
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records, specifically - breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy

Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Notice of public hearing on year-round schedule
Ed. Code 44031	Personnel file contents, inspection
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices, certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures, districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified, administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
<u>Ed. Code 44955.5</u>	<u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u>
Ed. Code 45113	Notification of charges, classified employees
Ed. Code 45117	Notice of layoff, classified employees
Ed. Code 45169	Employee salary data, classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Notice of public hearing on block schedule

<u>Ed. Code 48201</u>	<u>Transfer student's record for acts that resulted in suspension or expulsion</u>
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
<u>Lab. Code 230</u>	<u>Accommodations and leave for victims of domestic violence</u>
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications re: workers' compensation benefits
Lab. Code 5401	Workers' compensation, claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act, notification requirement
Pen. Code 11166.5	Employment, statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
<u>Welfare and Institutions Code 827</u>	<u>Limited exception to juvenile court record</u>
Federal	Description

29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Dissemination of policy
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act, notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
<u>42 USC 11431-11435</u>	<u>McKinney-Vento Homeless Assistance Act</u>
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances

3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel

4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157.1	Work-Related Injuries
<u>4158</u>	<u>Employee Security (BP and AR)</u>
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257.1	Work-Related Injuries
<u>4258</u>	<u>Employee Security (BP and AR)</u>
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.5	Military Leave

4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357.1	Work-Related Injuries
<u>4358</u>	<u>Employee Security (BP and AR)</u>
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.5	Military Leave
4361.8	Family Care And Medical Leave
6117	Year-Round Schedules
<u>6173</u>	<u>Education for Homeless Children (BP/AR/E(1)/E(1))</u>
9310	Board Policies
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9321	Closed Session

Policy Reference UPDATE Service

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Exhibit 4312.9-E(1): Employee Notifications

Status:
ADOPTED

Original Adopted Date: 05/01/2016 | Last Revised Date: 03/01/2022 | Last Reviewed Date: 03/01/2022

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Government Code 8355; 41 USC 8102;	BP 4020 BP 4159	District's drug- and alcohol-free workplace; actions to be

34 CFR 84.205, 84.210	4259 4359	taken if violated; available employee assistance programs
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 AR 4261.1 4361.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year

To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
<u>To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses</u>	<u>Welfare and Institutions Code 827</u>	<u>AR 4158 4258 4358</u>	<u>Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff</u>
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee	2 CCR 11091,	AR 4161.8	Benefits through Family and

handbook, or to each new employee	11095; 29 CFR 825.300	4261.8 4361.8	Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
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To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
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<u>To all employees working with homeless families</u>	<u>42 USC 11432</u>	<u>AR 6173</u>	<u>Duties of district liaison for homeless students</u>
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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I. To All Employees (continued)

To all employees	34 CFR 106.8	AR 4119.11 4219.11 4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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II. To Certificated Employees

To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated	Education Code 44663	AR 4115	Copy of employee's evaluation

staff, in any year in which employee is evaluated

To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education Code
44664

AR 4115

Notice and description of the unsatisfactory performance

By May 30, if district issues reemployment notices to certificated employees

Education Code
44842

AR 4112.1

Request that the employee notify district of intent to remain in service next year

To probationary and temporary certificated employees upon employment, and every July thereafter

Education Code
44916

AR 4112.1
AR 4121

Employment status and salary

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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II. To Certificated Employees (continued)

To probationary employee, by March 15

Education Code
44929.21, 44929.23,
44948.5

BP 4116

Whether or not employee is reelected for next school year

When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Education Code
44934, 44934.1,
44936

BP 4118
AR 4118

Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education Code
44938

BP 4118

Notice of deficiency and opportunity to correct

To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education Code
44938

BP 4118

Notice of deficiency and opportunity to correct

To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education Code
44940.5

AR 4118

Notice of intent to dismiss 30 days from notice unless employee demands hearing

To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee

Education Code
44948.3

AR 4118

Reasons for dismissal and opportunity to appeal

By March 15 when necessary

Education Code

BP 4117.3

Reasons for personnel

to reduce certificated personnel, with final notice by May 15	44949, 44955		reduction and employees' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
<u>During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated</u>	<u>Education Code 44955.5</u>	<u>BP 4117.3</u>	<u>Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board</u>

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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II. To Certificated Employees (continued)

To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
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<u>To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion</u>	<u>Education Code 48201</u>	<u>AR 4158 4258 4358</u>	<u>Student has committed specified act that constitutes ground for suspension or expulsion</u>
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To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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III. To Classified Employees

When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
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<u>By March 15, when laid off due to</u>	<u>Education Code 45117</u>	<u>AR 4217.3</u>	<u>Notice of layoff, displacement</u>
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lack of work or lack of funds, with final notice by May 15

and reemployment rights, right to hearing; final notice of Board decision regarding termination

During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds

Education Code 45117 AR 4217.3

District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

At least 60 days prior to the effective date of layoff, or by April 29 for if the employee's position must be eliminated due to the expiration of a specially funded program that expires at end of school year

Education Code 45117

AR 4217.3

Notice of layoff date, displacement and reemployment rights

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program	49 CFR 382.113, 382.601	AR 4112.42 4212.42	Explanation of federal requirements for drug testing

and thereafter upon employment		4312.42	program and district's policy; <u>prior to administration of each drug or alcohol test</u>
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. To Administrative/Supervisory Personnel			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed

To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
<u>When document identifying employee who is victim of domestic violence is disclosed</u>	<u>Labor Code 230</u>	<u>AR 4158</u> <u>4258</u> <u>4358</u>	<u>Accommodations and leave for victims of domestic violence</u>
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances (continued)

To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

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	Description
13 CCR 1234	Reports regarding school buses and bus drivers
13 CCR 2480	Vehicle idling, limitations
2 CCR 11023	Harassment and discrimination prevention and correction
2 CCR 11035-11051	Unlawful sex discrimination: pregnancy, childbirth and related medical conditions
2 CCR 11087-11098	California Family Rights Act
5 CCR 4622	Uniform complaint procedures
5 CCR 80303	Reports of change in employment status, alleged misconduct
8 CCR 3204	Employees exposed to bloodborne pathogens standard
8 CCR 5191	Chemical hygiene plan
8 CCR 5194	Hazard communication
Civ. Code 1798.29	District records, specifically - breach of security
Ed. Code 17612	Notification of pesticide use
Ed. Code 22455.5	STRS information to potential members
Ed. Code 22461	Postretirement compensation limitation
Ed. Code 231.5	Sexual harassment policy

Ed. Code 35031	Term of employment
Ed. Code 35171	Availability of rules and regulations for evaluation of performance
Ed. Code 37616	Notice of public hearing on year-round schedule
Ed. Code 44031	Personnel file contents, inspection
Ed. Code 44663-44664	Evaluation of certificated employees
Ed. Code 44842	Reemployment notices, certificated employees
Ed. Code 44896	Transfer of administrator or supervisor to teaching position
Ed. Code 44916	Written statement of employment status
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 44929.23	Districts with less than 250 ADA
Ed. Code 44934	Notice of disciplinary action for cause
Ed. Code 44938	Notice of unprofessional conduct and opportunity to correct
Ed. Code 44940.5-44941	Notification of suspension and intent to dismiss
Ed. Code 44948.3-44948.5	Dismissal of probationary employees
Ed. Code 44948.5	Nonreelection procedures, districts under 250 ADA
Ed. Code 44949	Dismissal of probationary employees
Ed. Code 44951	Continuation in position unless notified, administrative or supervisory personnel
Ed. Code 44954	Nonreelection of temporary employees
Ed. Code 44955	Reduction in number of permanent employees
<u>Ed. Code 44955.5</u>	<u>Decrease in number of permanent employees during specified time period upon determination related to local control funding formula per unit of average daily attendance</u>
Ed. Code 45113	Notification of charges, classified employees
Ed. Code 45117	Notice of layoff, classified employees
Ed. Code 45169	Employee salary data, classified employees
Ed. Code 45192	Industrial accident and illness leave for classified employees
Ed. Code 45195	Additional leave
Ed. Code 46162	Notice of public hearing on block schedule

<u>Ed. Code 48201</u>	<u>Transfer student's record for acts that resulted in suspension or expulsion</u>
Ed. Code 49013	Complaints regarding student fees
Ed. Code 49079	Notification to teacher, student who has engaged in acts re: grounds suspension or expulsion
Ed. Code 49414	Epinephrine auto-injectors
Ed. Code 49414.3	Administration of opioid antagonist
Gov. Code 1126	Incompatible activities of employees
Gov. Code 12950	Sexual harassment
Gov. Code 21029	Retirement credit for period of military service
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 8355	Certification of drug-free workplace, including notification
H&S Code 104420	Tobacco-free schools
H&S Code 120875	Information on AIDS, AIDS-related conditions, and hepatitis B
H&S Code 120880	Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
H&S Code 1797.196	Automated external defibrillators; notification of use and locations
<u>Lab. Code 230</u>	<u>Accommodations and leave for victims of domestic violence</u>
Lab. Code 2800.2	Notification of availability of continuation health coverage
Lab. Code 3550-3553	Notifications re: workers' compensation benefits
Lab. Code 5401	Workers' compensation, claim form and notice of potential eligibility
Pen. Code 11165.7	Child Abuse and Neglect Reporting Act, notification requirement
Pen. Code 11166.5	Employment, statement of knowledge of duty to report child abuse or neglect
Unemp. Ins. Code 2613	Disability insurance; notice of rights and benefits
<u>Welfare and Institutions Code 827</u>	<u>Limited exception to juvenile court record</u>
Federal	Description

29 CFR 825.300	Family and Medical Leave Act; notice requirement
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Dissemination of policy
34 CFR 84.205-84.210	Drug-free workplace statement
38 USC 4334	Uniformed Services Employment and Reemployment Rights Act, notice requirement
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
41 USC 8101-8106	Drug-Free Workplace Act
<u>42 USC 11431-11435</u>	<u>McKinney-Vento Homeless Assistance Act</u>
49 CFR 382.113	Controlled substance and alcohol use and testing notifications
49 CFR 382.303	Post-accident information, procedures, and instructions
49 CFR 382.601	Controlled substance and alcohol use and testing notification

Cross References

Code	Description
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
2121	Superintendent's Contract
3260	Fees And Charges
3260	Fees And Charges
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances

3514.1	Hazardous Substances
3514.2	Integrated Pest Management
3542	School Bus Drivers
3580	District Records
3580	District Records
4020	Drug And Alcohol-Free Workplace
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4033	Lactation Accommodation
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.42	Drug And Alcohol Testing For School Bus Drivers
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4112.6	Personnel Files
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4116	Probationary/Permanent Status
4116	Probationary/Permanent Status
4117.14	Postretirement Employment
4117.3	Personnel Reduction
4117.7	Employment Status Reports
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.43	Universal Precautions
4119.43	Universal Precautions
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel

4136	Nonschool Employment
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4157.1	Work-Related Injuries
<u>4158</u>	<u>Employee Security (BP and AR)</u>
4161.1	Personal Illness/Injury Leave
4161.11	Industrial Accident/Illness Leave
4161.5	Military Leave
4161.8	Family Care And Medical Leave
4212	Appointment And Conditions Of Employment
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4212.6	Personnel Files
4216	Probationary/Permanent Status
4217.3	Layoff/Rehire
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4219.43	Universal Precautions
4219.43	Universal Precautions
4236	Nonschool Employment
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4257.1	Work-Related Injuries
<u>4258</u>	<u>Employee Security (BP and AR)</u>
4261.1	Personal Illness/Injury Leave
4261.11	Industrial Accident/Illness Leave
4261.5	Military Leave

4261.8	Family Care And Medical Leave
4312.1	Contracts
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.5-E(1)	Criminal Record Check
4312.6	Personnel Files
4315	Evaluation/Supervision
4317.14	Postretirement Employment
4317.7	Employment Status Reports
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4319.43	Universal Precautions
4319.43	Universal Precautions
4336	Nonschool Employment
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4357.1	Work-Related Injuries
<u>4358</u>	<u>Employee Security (BP and AR)</u>
4361.1	Personal Illness/Injury Leave
4361.11	Industrial Accident/Illness Leave
4361.5	Military Leave
4361.8	Family Care And Medical Leave
6117	Year-Round Schedules
<u>6173</u>	<u>Education for Homeless Children (BP/AR/E(1)/E(1))</u>
9310	Board Policies
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9321	Closed Session

Policy Reference UPDATE Service

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All Personnel

E 4112.9(a)

EMPLOYEE NOTIFICATIONS

4212.9

4312.9

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

E 4112.9(b)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

E 4112.9(c)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program

E 4112.9(d)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees	34 CFR 106.8	AR 4119.11 4219.11 4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance

E 4112.9(e)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To probationary and temporary certificated employees upon employment, and every July thereafter	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal

E 4112.9(f)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
At least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave

E 4112.9(g)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees (continued)			
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions
IV. To Administrative/Supervisory Personnel			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

E 4112.9(h)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

E 4112.9(i)
4212.9
4312.9

EMPLOYEE NOTIFICATIONS (continued)

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances (continued)			
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

Policy 4141.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 12/01/1989 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

CSBA NOTE: The following optional policy may be revised to reflect district practice.

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that ~~does not prevent~~ disruption to school operations ~~or~~ and minimizes impact on student achievement.

The Board recognizes that advance planning is necessary to ensure that, in the event of a work stoppage, strike, or other concerted employee activity, students continue to receive the educational services to which they are entitled in the event of a work slowdown, sickout, strike, or other concerted activity by employees. The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage.

CSBA NOTE: The Governing Board may extend the school year, if necessary, to make up for days lost during a work stoppage. However, any extension of the school year that may impact represented employees' work year may be subject to bargaining with the employee organizations.

Days of instruction lost due to a work stoppage may be made up following the end of the normal school year.

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, other district employees in the nonstriking unit, parents/guardians, students, law enforcement, the media, and others as appropriate.

CSBA NOTE: Because the legality of strikes and strike conduct is dependent on the specific circumstances, reflected in the see accompanying administrative regulation, the district should consult legal counsel before threatening or instituting discipline against an employee who has engaged in such activities. Also see BP/AR 4119.25/4219.25/4319.25 - Political Activities for information about permissible and prohibited political activities of employees and employee organizations.

Employees should be held accountable for their behavior during any labor dispute. The district may take disciplinary action against any employee who engages in an unlawful concerted action or in unlawful behavior in an otherwise protected activity, taking into account the seriousness of the behavior and the district's efforts to rebuild relations following the withholding of services by employees.

CSBA NOTE: Government Code 3140-3142, (the Public Employee Health Protection Act), as added by AB 237 (Ch. 740, Statutes of 2021), prohibits California public employers, including school districts and county offices of education, from discontinuing or threatening to discontinue employer contributions for health care or other medical coverage for employees who, during an authorized strike, fall below the minimum work hours required to qualify for employee health care coverage. An employer that violates this law may be required to restore any premiums, contributions, or out-of-pocket expenses paid by an employee as a result of the employer's violation.

However, the district shall not discontinue or threaten to discontinue employer contributions for health care or other medical coverage for any employee or their enrolled dependents for the duration of the employee's participation in an authorized strike, as defined in Government Code 3141 and specified in the accompanying administrative regulation.

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

Ed. Code 35204

Description

Contract with attorney in private practice

Ed. Code 35205

Contract for legal services

Ed. Code 37200-37202

School calendar

Gov. Code 3548.3548.8

Impasse Procedures

Ins. Code 10116

Employee continuation of insurance coverage

Federal

Description

~~29-USC 1161-1169—Continuation coverage and additional standards for group health plan~~

Gov. Code 3540-3549.3

Educational Employment Relations Act

Gov. Code 3543.5-3543.6

Unfair labor practices

Gov. Code 3548.3548.8

Impasse procedures

Management Resources

Description

Public Employment Relations Board
Decision

Fresno Unified School District, 1982, PERB Dec. No. 208, 6
PERC 13110

Public Employment Relations Board
Decision

Konocti Unified School District, 1982, PERB Dec. No. 217, 6
PERC 13152

Website

California Public Employment Relations Board

Website

State Mediation and Conciliation Service (SMCS)

Website

CSBA

Cross References

Code

Description

0400

Comprehensive Plans

0450

Comprehensive Safety Plan

0450

Comprehensive Safety Plan

1100

Communication With The Public

1112

Media Relations

1400

Relations Between Other Governmental Agencies And The
Schools

1700

Relations Between Private Industry And The Schools

3512

Equipment

3512-E(1)

Equipment

3541

Transportation Routes And Services

3550

Food Service/Child Nutrition Program

3550

Food Service/Child Nutrition Program

4113

Assignment

4113

Assignment

4118

Dismissal/Suspension/Disciplinary Action

4118

Dismissal/Suspension/Disciplinary Action

4121

Temporary/Substitute Personnel

4121

Temporary/Substitute Personnel

4141

Collective Bargaining Agreement

4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
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4154	Health And Welfare Benefits
4161.1	Personal Illness/Injury Leave
4161.2	Personal Leaves
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.1	Personal Illness/Injury Leave
4261.2	Personal Leaves
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.1	Personal Illness/Injury Leave
4361.2	Personal Leaves
6111	School Calendar
6144	Controversial Issues
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
9000	Role Of The Board
9320	Meetings And Notices

Policy Reference UPDATE Service

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Policy 4141.6: Concerted Action/Work Stoppage

Original Adopted Date: 06/20/2007

Status: ADOPTED

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that does not disrupt school operations or impact student achievement.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

The Board recognizes that advance planning is necessary to ensure that students receive the education to which they are entitled in the event of a work slowdown, sickout, strike, or other concerted activity by employees. The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1100 - Communications with the Public)

(cf. 1112 - Media Relations)

(cf. 9000 - Role of the Board)

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, employees in the nonstriking unit, parents/guardians, students, law enforcement, the media, and others as appropriate.

Employees should be held accountable for their behavior during any labor dispute. The district may take disciplinary action against any employee who engages in an unlawful concerted action or in unlawful behavior in an otherwise protected activity, taking into account the seriousness of the behavior and the district's efforts to rebuild relations following the withholding of services by employees.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

(cf. 4218 - Suspension/Disciplinary Action)

Policy 4241.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 12/01/1989 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

CSBA NOTE: The following optional policy may be revised to reflect district practice.

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that ~~does not prevent~~ disruption to school operations ~~or~~ and minimizes impact on student achievement.

The Board recognizes that advance planning is necessary to ensure that, ~~in the event of a work stoppage, strike, or other concerted employee activity, students continue to receive the educational services to which they are entitled in the event of a work slowdown, sickout, strike, or other concerted activity by employees.~~ The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage.

CSBA NOTE: The Governing Board may extend the school year, if necessary, to make up for days lost during a work stoppage. However, any extension of the school year that may impact represented employees' work year may be subject to bargaining with the employee organizations.

Days of instruction lost due to a work stoppage may be made up following the end of the normal school year.

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, ~~other district employees in the nonstriking unit,~~ parents/guardians, students, law enforcement, the media, and others as appropriate.

CSBA NOTE: Because the legality of strikes and strike conduct is dependent on the specific circumstances, ~~reflected in the~~ see accompanying administrative regulation, the district should consult legal counsel before threatening or instituting discipline against an employee who has engaged in such activities. Also see BP/AR 4119.25/4219.25/4319.25 - Political Activities for information about permissible and prohibited political activities of employees and employee organizations.

Employees should be held accountable for their behavior during any labor dispute. The district may take disciplinary action against any employee who engages in an unlawful concerted action or in unlawful behavior in an otherwise protected activity, taking into account the seriousness of the behavior and the district's efforts to rebuild relations following the withholding of services by employees.

CSBA NOTE: Government Code 3140-3142, (the Public Employee Health Protection Act), as added by AB 237 (Ch. 740, Statutes of 2021), prohibits California public employers, including school districts and county offices of education, from discontinuing or threatening to discontinue employer contributions for health care or other medical coverage for employees who, during an authorized strike, fall below the minimum work hours required to qualify for employee health care coverage. An employer that violates this law may be required to restore any premiums, contributions, or out-of-pocket expenses paid by an employee as a result of the employer's violation.

However, the district shall not discontinue or threaten to discontinue employer contributions for health care or other medical coverage for any employee or their enrolled dependents for the duration of the employee's participation in an authorized strike, as defined in Government Code 3141 and specified in the accompanying administrative regulation.

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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.

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Ed. Code 35204

Description

Contract with attorney in private practice

Ed. Code 35205

Contract for legal services

Ed. Code 37200-37202

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Gov. Code 3548.3548.8

Impasse Procedures

Ins. Code 10116

Employee continuation of insurance coverage

Federal

Description

~~29 USC 1161-1169—Continuation coverage and additional standards for group health plan~~

Gov. Code 3540-3549.3

Educational Employment Relations Act

Gov. Code 3543.5-3543.6

Unfair labor practices

Gov. Code 3548.3548.8

Impasse procedures

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Description

Public Employment Relations Board
Decision

Fresno Unified School District, 1982, PERB Dec. No. 208, 6
PERC 13110

Public Employment Relations Board
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Konocti Unified School District, 1982, PERB Dec. No. 217, 6
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Website

California Public Employment Relations Board

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State Mediation and Conciliation Service (SMICS)

Website

CSBA

Cross References

Code

0400

Description

Comprehensive Plans

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Comprehensive Safety Plan

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Comprehensive Safety Plan

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9320	Meetings And Notices

Policy Reference UPDATE Service

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Policy 4241.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 06/20/2007

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that does not disrupt school operations or impact student achievement.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

The Board recognizes that advance planning is necessary to ensure that students receive the education to which they are entitled in the event of a work slowdown, sickout, strike, or other concerted activity by employees. The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1100 - Communications with the Public)

(cf. 1112 - Media Relations)

(cf. 9000 - Role of the Board)

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, employees in the nonstriking unit, parents/guardians, students, law enforcement, the media, and others as appropriate.

Employees should be held accountable for their behavior during any labor dispute. The district may take disciplinary action against any employee who engages in an unlawful concerted action or in unlawful behavior in an otherwise protected activity, taking into account the seriousness of the behavior and the district's efforts to rebuild relations following the withholding of services by employees.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

(cf. 4218 - Suspension/Disciplinary Action)

Regulation 4141.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 12/01/1989 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

CSBA NOTE: The following optional regulation may be revised to reflect district practice.

The legality of public employee work stoppages in California is not specifically addressed in statutes and depends on the type of work stoppage, what provoked it and other circumstances. Generally, the Public Employment Relations Board (PERB) has exclusive jurisdiction to determine if a strike is protected or unprotected under the Educational Employment Relations Act (Government Code 3540-3549.3). Districts may request that PERB seek an injunction to stop a strike or to limit certain strike behavior.

Maintenance of District Operations

During any work stoppage, strike, or other concerted employee activity, the Superintendent or designee shall take measures to minimize disruption to district operations and student learning. At the discretion of the Superintendent or designee, employees reporting for duty may be temporarily assigned to other duties. In addition, the Superintendent or designee may hire qualified substitute and/or temporary employees as needed to maintain district operations and shall recommend to the Governing Board an appropriate rate of pay for such employees for the period of the work stoppage.

~~CSBA NOTE: The district may extend the school year, if necessary, to make up for days lost during a work stoppage.~~

Strike Plan

The Superintendent or designee may establish a committee to develop a plan in the event of a work stoppage. This committee may include district-level staff, legal counsel, the district's negotiator and parents/guardians.

The strike plan shall address, at a minimum, the following elements:

1. Roles and responsibilities during a work stoppage, including roles of the Board, Superintendent, district-level staff, legal counsel, principals, certificated or classified staff when they are not participating in the strike, substitutes and other employees

2. Criteria for keeping schools open during a work stoppage, including potential costs, availability of qualified substitutes or other staffing, and the ability to maintain ~~the quality of the educational program and other essential services and the ability to ensure the safety of students and staff~~
3. Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate
4. Internal communications among district staff and the Board during a work stoppage
5. Plans for obtaining and paying for the services of and communicating with temporary or substitute employees
6. Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits
7. Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons
8. Equipment and supply needs
9. Desirability and feasibility of conducting extracurricular activities during a work stoppage including an analysis of the number of events and activities that would be affected, the availability of staffing, the degree of student and/or community participation and the ability to provide adequate security at events
10. Contingency plans for transportation
11. Contingency plans for the provision of food services
12. Identification of outside resources who may be called upon to help with school operations
13. Coordination with law enforcement and other agencies
14. Appropriate safeguards for the safety of students, working employees, substitutes, volunteers, parent/guardians and Board members
15. Provisions for safe, effective board meetings
16. Cost estimates for the various strategies to be implemented during a work stoppage
17. Legal remedies available to enjoin the work stoppage if possible or to file unfair labor practice charges against the employee organization

18. Continuation of negotiations during a work stoppage
19. Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

Activities of Employees

CSBA NOTE: In situations where strikes by employees are protected by the EERA, not all strike behavior is legal and employees who engage in unprotected activity may be subject to disciplinary action. Under most circumstances, peaceful picketing in areas considered public forums, distributing handbills or leaflets to employees or the public and letter writing are protected by the U.S. Constitution and California Constitution. However, picketers have no right to violate criminal laws or engage in misconduct which "may reasonably tend to coerce or intimidate [nonstriking] employees in the exercise of their rights" (*Fresno Unified School District*).

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543.5-3543.6)

Employees engaging in a work stoppage shall not prevent access to school facilities by other employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials; or otherwise coerce or intimidate individuals in the conduct of school business.

During an actual or threatened work stoppage, an employee shall not retain ~~in his/her possessions~~ any district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

CSBA NOTE: PERB has found certain employees ~~strike~~ activities related to students to be unprotected under the EERA, including sending notes about a labor dispute to parents/guardians through the students as well as addressing students during duty time by stopping a school bus to encourage students to support a strike (*Konocti Unified School District*).

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage.

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

Salary and Benefits

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

CSBA NOTE: The district should consult legal counsel regarding its obligations to continue to pay benefits during a work stoppage and revise the following section accordingly. The district may be required to continue certain benefits depending on the number of days employees are absent from work or to offer employees an opportunity to pay for their own coverage.

Government Code 3140-3142, (the Public Employee Health Protection Act), as added by AB 237 (Ch. 740, Statutes of 2021), prohibits California public employers, including school districts and county offices of education, from discontinuing employer contributions for health care or medical coverage for employees who, during an authorized strike, fall below the minimum work hours required to qualify for coverage. An employer that violates this law may be required to restore any premiums, contributions, or out-of-pocket expenses paid by an employee as a result of the employer's violation.

Any employee withholding services may be subject to the loss of payroll deduction privileges.

~~The district may not pay contributions to health care benefits if employees fail to work the minimum number of hours per month as specified in the collective bargaining agreement, Board policy or administrative regulation. However, the district shall offer employees the option of paying their own coverage under COBRA. (29 USC 1161-1169)~~

~~If the district determines that it will withhold its contributions to employees' life and disability insurance, employees shall be offered an opportunity to retain these coverages by paying the contributions themselves. (Insurance Code 10116)~~

Throughout the duration of any enrolled employee's participation in an authorized strike, the district shall not fail or refuse to maintain and pay for the employee's continued health care or other medical coverage or the coverage of their enrolled dependents, nor shall the district fail to collect and remit the employee's contributions to any such coverage. The district shall maintain the coverage at the same level and under the same conditions that the coverage would have been provided if the employee had continued to work in the employee's position for the duration of the strike. Health care or other medical coverage for this purpose includes coverage for medical, dental, vision, behavioral health, disability, accidental death and dismemberment, life, and supplemental health insurance benefits. (Government Code 3141-3142)
"Authorized strike" means a strike sanctioned by the central labor council or the membership of an employee organization that represents the striking employees, or one that is engaged in by unrepresented employees. (Government Code 3141)

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, the employee shall be entitled to continued payment as long as the employee remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements.

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.

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	Description
Ed. Code 35204	Contract with attorney in private practice
Ed. Code 35205	Contract for legal services
Ed. Code 37200-37202	School calendar
<u>Gov. Code 3140-3142</u>	<u>Public Employee Health Protection Act</u>
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3543.5-3543.6	Unfair labor practices
Gov. Code 3548.3548.8	Impasse procedures
Ins. Code 10116	Employee continuation of insurance coverage
29 USC 1161-1169	Continuation coverage and additional standards for a group health plan

Management Resources	Description
Public Employment Relations Board Decision	Fresno Unified School District, 1982, PERB Dec. No. 208, 6 PERC 13110
Public Employment Relations Board Decision	Konocti Unified School District, 1982, PERB Dec. No. 217, 6 PERC 13152
Website	California Public Employment Relations Board
Website	State Mediation and Conciliation Service (SMCS)
Website	CSBA

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0400	Comprehensive Plans
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
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4218	Dismissal/Suspension/Disciplinary Action

4218	Dismissal/Suspension/Disciplinary Action
4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.1	Personal Illness/Injury Leave
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4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4361.1	Personal Illness/Injury Leave
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6111	School Calendar
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Regulation 4141.6: Concerted Action/Work Stoppage

Original Adopted Date: 09/24/1997

Status: ADOPTED

Maintenance of District Operations

At the discretion of the Superintendent or designee, employees reporting for duty may be temporarily assigned to other duties. In addition, the Superintendent or designee may hire qualified substitute and/or temporary employees as needed to maintain district operations and shall recommend to the Governing Board an appropriate rate of pay for such employees for the period of the work stoppage.

(cf. 4113 - Assignment)

(cf. 4121 - Temporary/Substitute Personnel)

Days of instruction lost due to a work stoppage may be made up following the end of the normal school year.

(cf. 6111 - School Calendar)

Strike Plan

The Superintendent or designee may establish a committee to develop a plan in the event of a work stoppage. This committee may include district-level staff, legal counsel, the district's negotiator and parents/guardians.

The strike plan shall address, at a minimum, the following elements:

1. Roles and responsibilities during a work stoppage, including roles of the Board, Superintendent, district-level staff, legal counsel, principals, certificated or classified staff when they are not participating in the strike, substitutes and other employees

2. Criteria for keeping schools open during a work stoppage including potential costs, availability of qualified substitutes or other staffing, the ability to maintain the quality of the educational program and other essential services, and the ability to ensure the safety of students and staff

3. Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate

4. Internal communications among district staff and the Board during a work stoppage

5. Plans for obtaining, paying and communicating with temporary or substitute employees

6. Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits

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

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.2/4261.2/4361.3 - Personal Leaves)

(cf. 4261.1 - Personal Illness/Injury Leave)

7. Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons

(cf. 1100 - Communications with the Public)

(cf. 1112 - Media Relations)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

8. Equipment and supply needs

9. Desirability and feasibility of conducting extracurricular activities during a work stoppage including an analysis of the number of events and activities that would be affected, the availability of staffing, the degree of student and/or community participation and the ability to provide adequate security at events

(cf. 6145 - Extracurricular and Cocurricular Activities)

10. Contingency plans for transportation

(cf. 3541 - Transportation Routes and Services)

11. Contingency plans for the provision of food services

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

12. Identification of outside resources who may be called upon to help with school operations

13. Coordination with law enforcement and other agencies

(cf. 1020 - Youth Services)

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

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

14. Appropriate safeguards for the safety of students, working employees, substitutes, volunteers, parent/guardians and Board members

(cf. 0450 - Comprehensive Safety Plan)

15. Provisions for safe, effective board meetings

16. Cost estimates for the various strategies to be implemented during a work stoppage

17. Legal remedies available to enjoin the work stoppage if possible or to file unfair labor practice charges against the employee organization

18. Continuation of negotiations during a work stoppage

(cf. 4143/4243 - Negotiations/Consultation)

19. Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

Activities of Employees

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543.5-3543.6)

Employees engaging in a work stoppage shall not prevent access to school facilities by other employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials; or otherwise coerce or intimidate individuals in the conduct of school business.

During an actual or threatened work stoppage, an employee shall not retain in his/her possession any district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

(cf. 3512 - Equipment)

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage.

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

(cf. 6144 - Controversial Issues)

Salary and Benefits

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

Any employee withholding services may be subject to the loss of payroll deduction privileges.

The district may not pay contributions to health care benefits if employees fail to work the minimum number of hours per month as specified in the collective bargaining agreement, Board policy or administrative regulation. However, the district shall offer employees the option of paying their own coverage under COBRA. (29 USC 1161-1169)

If the district determines that it will withhold its contributions to employees' life and disability insurance, employees shall be offered an opportunity to retain these coverages by paying the contributions themselves. (Insurance Code 10116)

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, he/she shall be entitled to continued payment as long as he/she remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements.

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.

Regulation 4241.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 12/01/1989 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

CSBA NOTE: The following optional regulation may be revised to reflect district practice.

The legality of public employee work stoppages in California is not specifically addressed in statutes and depends on the type of work stoppage, what provoked it and other circumstances. Generally, the Public Employment Relations Board (PERB) has exclusive jurisdiction to determine if a strike is protected or unprotected under the Educational Employment Relations Act (Government Code 3540-3549.3). Districts may request that PERB seek an injunction to stop a strike or to limit certain strike behavior.

Maintenance of District Operations

During any work stoppage, strike, or other concerted employee activity, the Superintendent or designee shall take measures to minimize disruption to district operations and student learning.

At the discretion of the Superintendent or designee, employees reporting for duty may be temporarily assigned to other duties. In addition, the Superintendent or designee may hire qualified substitute and/or temporary employees as needed to maintain district operations and shall recommend to the Governing Board an appropriate rate of pay for such employees for the period of the work stoppage.

~~CSBA NOTE: The district may extend the school year, if necessary, to make up for days lost during a work stoppage.~~

Strike Plan

The Superintendent or designee may establish a committee to develop a plan in the event of a work stoppage. This committee may include district-level staff, legal counsel, the district's negotiator and parents/guardians.

The strike plan shall address, at a minimum, the following elements:

1. Roles and responsibilities during a work stoppage, including roles of the Board, Superintendent, district-level staff, legal counsel, principals, certificated or classified staff when they are not participating in the strike, substitutes and other employees
2. Criteria for keeping schools open during a work stoppage, including potential costs, availability of qualified substitutes or other staffing, and the ability to maintain the

~~quality of the educational program and other essential services and the ability to ensure the safety of students and staff~~

3. Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate
4. Internal communications among district staff and the Board during a work stoppage
5. Plans for obtaining and paying for the services of and communicating with temporary or substitute employees
6. Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits
7. Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons
8. Equipment and supply needs
9. Desirability and feasibility of conducting extracurricular activities during a work stoppage including an analysis of the number of events and activities that would be affected, the availability of staffing, the degree of student and/or community participation and the ability to provide adequate security at events
10. Contingency plans for transportation
11. Contingency plans for the provision of food services
12. Identification of outside resources who may be called upon to help with school operations
13. Coordination with law enforcement and other agencies
14. Appropriate safeguards for the safety of students, working employees, substitutes, volunteers, parent/guardians and Board members
15. Provisions for safe, effective board meetings
16. Cost estimates for the various strategies to be implemented during a work stoppage
17. Legal remedies available to enjoin the work stoppage if possible or to file unfair labor practice charges against the employee organization
18. Continuation of negotiations during a work stoppage

19. Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

Activities of Employees

CSBA NOTE: In situations where strikes by employees are protected by the EERA, not all strike behavior is legal and employees who engage in unprotected activity may be subject to disciplinary action. Under most circumstances, peaceful picketing in areas considered public forums, distributing handbills or leaflets to employees or the public and letter writing are protected by the U.S. Constitution and California Constitution. However, picketers have no right to violate criminal laws or engage in misconduct which "may reasonably tend to coerce or intimidate [nonstriking] employees in the exercise of their rights" (*Fresno Unified School District*).

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543.5-3543.6)

Employees engaging in a work stoppage shall not prevent access to school facilities by other employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials; or otherwise coerce or intimidate individuals in the conduct of school business.

During an actual or threatened work stoppage, an employee shall not retain in his/her possessions any district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

CSBA NOTE: PERB has found certain employees-strike activities related to students to be unprotected under the EERA, including sending notes about a labor dispute to parents/guardians through the students as well as addressing students during duty time by stopping a school bus to encourage students to support a strike (*Konocti Unified School District*).

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage.

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

Salary and Benefits

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

CSBA NOTE: The district should consult legal counsel regarding its obligations to continue to pay benefits during a work stoppage and revise the following section accordingly. The district may be required to continue certain benefits depending on the number of days employees are absent from work or to offer employees an opportunity to pay for their own coverage.

Government Code 3140-3142, (the Public Employee Health Protection Act), as added by AB 237 (Ch. 740, Statutes of 2021), prohibits California public employers, including school districts and county offices of education, from discontinuing employer contributions for health care or medical coverage for employees who, during an authorized strike, fall below the minimum work hours required to qualify for coverage. An employer that violates this law may be required to restore any premiums, contributions, or out-of-pocket expenses paid by an employee as a result of the employer's violation.

Any employee withholding services may be subject to the loss of payroll deduction privileges.

~~The district may not pay contributions to health care benefits if employees fail to work the minimum number of hours per month as specified in the collective bargaining agreement, Board policy or administrative regulation. However, the district shall offer employees the option of paying their own coverage under COBRA. (29 USC 1161-1169)~~

~~If the district determines that it will withhold its contributions to employees' life and disability insurance, employees shall be offered an opportunity to retain these coverages by paying the contributions themselves. (Insurance Code 10116)~~

Throughout the duration of any enrolled employee's participation in an authorized strike, the district shall not fail or refuse to maintain and pay for the employee's continued health care or other medical coverage or the coverage of their enrolled dependents, nor shall the district fail to collect and remit the employee's contributions to any such coverage. The district shall maintain the coverage at the same level and under the same conditions that the coverage would have been provided if the employee had continued to work in the employee's position for the duration of the strike. Health care or other medical coverage for this purpose includes coverage for medical, dental, vision, behavioral health, disability, accidental death and dismemberment, life, and supplemental health insurance benefits. (Government Code 3141-3142)

"Authorized strike" means a strike sanctioned by the central labor council or the membership of an employee organization that represents the striking employees, or one that is engaged in by unrepresented employees. (Government Code 3141)

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, the

employee shall be entitled to continued payment as long as the employee remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements.

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.

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	Description
Ed. Code 35204	Contract with attorney in private practice
Ed. Code 35205	Contract for legal services
Ed. Code 37200-37202	School calendar
<u>Gov. Code 3140-3142</u>	<u>Public Employee Health Protection Act</u>
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 3543.5-3543.6	Unfair labor practices
Gov. Code 3548.3548.8	Impasse procedures
Ins. Code 10116	Employee continuation of insurance coverage
29 USC 1161-1169	Continuation coverage and additional standards for a group health plan

Management Resources	Description
Public Employment Relations Board Decision	Fresno Unified School District, 1982, PERB Dec. No. 208, 6 PERC 13110
Public Employment Relations Board Decision	Konocti Unified School District, 1982, PERB Dec. No. 217, 6 PERC 13152
Website	California Public Employment Relations Board
Website	State Mediation and Conciliation Service (SMCS)
Website	CSBA

Cross References

Code	Description
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0400	Comprehensive Plans
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1100	Communication With The Public
1112	Media Relations
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3512	Equipment
3512-E(1)	Equipment
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
4113	Assignment
4113	Assignment
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4121	Temporary/Substitute Personnel
4121	Temporary/Substitute Personnel
4141	Collective Bargaining Agreement
4143	Negotiations/Consultation
4143.1	Public Notice - Personnel Negotiations
4143.1	Public Notice - Personnel Negotiations
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4161.1	Personal Illness/Injury Leave
4161.2	Personal Leaves
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action

4241	Collective Bargaining Agreement
4243	Negotiations/Consultation
4243.1	Public Notice - Personnel Negotiations
4243.1	Public Notice - Personnel Negotiations
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4261.1	Personal Illness/Injury Leave
4261.2	Personal Leaves
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
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Policy Reference UPDATE Service

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Regulation 4241.6: Concerted Action/Work Stoppage

Status: ADOPTED

Original Adopted Date: 09/24/1997

Maintenance of District Operations

At the discretion of the Superintendent or designee, employees reporting for duty may be temporarily assigned to other duties. In addition, the Superintendent or designee may hire qualified substitute and/or temporary employees as needed to maintain district operations and shall recommend to the Governing Board an appropriate rate of pay for such employees for the period of the work stoppage.

(cf. 4113 - Assignment)

(cf. 4121 - Temporary/Substitute Personnel)

Days of instruction lost due to a work stoppage may be made up following the end of the normal school year.

(cf. 6111 - School Calendar)

Strike Plan

The Superintendent or designee may establish a committee to develop a plan in the event of a work stoppage. This committee may include district-level staff, legal counsel, the district's negotiator and parents/guardians.

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3. Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate
4. Internal communications among district staff and the Board during a work stoppage
5. Plans for obtaining, paying and communicating with temporary or substitute employees
6. Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits

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

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.2/4261.2/4361.3 - Personal Leaves)

(cf. 4261.1 - Personal Illness/Injury Leave)

7. Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons

(cf. 1100 - Communications with the Public)

(cf. 1112 - Media Relations)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

8. Equipment and supply needs

9. Desirability and feasibility of conducting extracurricular activities during a work stoppage including an analysis of the number of events and activities that would be affected, the availability of staffing, the degree of student and/or community participation and the ability to provide adequate security at events

(cf. 6145 - Extracurricular and Cocurricular Activities)

10. Contingency plans for transportation

(cf. 3541 - Transportation Routes and Services)

11. Contingency plans for the provision of food services

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

12. Identification of outside resources who may be called upon to help with school operations

13. Coordination with law enforcement and other agencies

(cf. 1020 - Youth Services)

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

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

14. Appropriate safeguards for the safety of students, working employees, substitutes, volunteers, parent/guardians and Board members

(cf. 0450 - Comprehensive Safety Plan)

15. Provisions for safe, effective board meetings

16. Cost estimates for the various strategies to be implemented during a work stoppage

17. Legal remedies available to enjoin the work stoppage if possible or to file unfair labor practice charges against the employee organization

18. Continuation of negotiations during a work stoppage

(cf. 4143/4243 - Negotiations/Consultation)

19. Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

Activities of Employees

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543.5-3543.6)

Employees engaging in a work stoppage shall not prevent access to school facilities by other employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials; or otherwise coerce or intimidate individuals in the conduct of school business.

During an actual or threatened work stoppage, an employee shall not retain in his/her possession any district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

(cf. 3512 - Equipment)

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage.

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

(cf. 6144 - Controversial Issues)

Salary and Benefits

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

Any employee withholding services may be subject to the loss of payroll deduction privileges.

The district may not pay contributions to health care benefits if employees fail to work the minimum number of hours per month as specified in the collective bargaining agreement, Board policy or administrative regulation. However, the district shall offer employees the option of paying their own coverage under COBRA. (29 USC 1161-1169)

If the district determines that it will withhold its contributions to employees' life and disability insurance, employees shall be offered an opportunity to retain these coverages by paying the contributions themselves. (Insurance Code 10116)

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, he/she shall be entitled to continued payment as long as he/she remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements.

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.

CSBA Sample

Administrative Regulation

Classified Personnel

AR 4217.3(a)

LAYOFF/REHIRE

Note: The following optional regulation is subject to collective bargaining, and may be deleted by those districts whose agreements fully cover the provisions specified below.

Education Code 45114, 45117, 45298 and 45308 establish the procedures by which the Governing Board may lay off and reemploy classified employees.

Because of the complexity of related Education Code provisions and the interaction with collective bargaining agreements, it is strongly recommended that the district consult with legal counsel before instituting layoff proceedings.

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

(cf. 4121 - Temporary/Substitute Personnel)

Order of Layoff Within a Classification/Determination of Seniority

Within each class, the order of layoff shall be determined by length of service. (Education Code 45114, 45308)

Note: For any district whose average daily attendance (ADA) is under 400,000, Education Code 45308 defines "length of service" as employees' hours in paid status (Option 1 below). However, such a district may instead choose to enter into an agreement with the exclusive representative of classified employees to determine "length of service" based on an employee's date of hire (Option 2 below).

For any district with an ADA of 400,000 or higher, Education Code 45308 requires length of service to be based on the date of hire; such districts should select Option 2 below.

"Date of hire" is not defined in the law and could refer to the employee's first date of hire in the district or his/her the employee's date of hire in the classification or higher classification. Districts selecting Option 2 below may revise that the applicable paragraph to reflect the definition determined by the district or by agreement with the exclusive representative of classified employees, as applicable.

~~OPTION 1: (For districts with average daily attendance (ADA) under 400,000 that do not have an agreement with the exclusive representative of classified employees to determine length of service as employee's date of hire)~~

~~"Length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that school is in session or closed. However, length of service~~

LAYOFF/REHIRE (continued)

~~shall not include hours compensated solely on an overtime basis, as provided in Education Code 45128, and shall not include hours for any service performed prior to entering into probationary or permanent status, except for service in a restricted position pursuant to Education Code 45105. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. (Education Code 45308)~~

~~The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. (Education Code 45308)~~

~~For an employee who is a member of the Military Reserve or the National Guard, length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war. (Education Code 45297, 45308)~~

~~(cf. 4161.5/4261.5/4361.5 - Military Leave)~~

~~Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308)~~

~~(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)~~

~~(cf. 4261.1 - Personal Illness/Injury Leave)~~

~~(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)~~

OPTION 2: (For districts with ADA under 400,000 that have an agreement with the exclusive representative of classified employees to determine length of service as employee's date of hire, and for districts with ADA over 400,000)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first. (Education Code 45308)

Note: The following paragraph applies to both Options 1 and 2. Pursuant to Education Code 45105 and 45259, persons employed in "restricted positions" are classified employees. However, they do not acquire permanent status or seniority credits unless they satisfy the conditions specified below.

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine ~~his/her~~ **the** length of service, provided ~~he/she~~ **the employee** has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class. (Education Code 45105)

(cf. 4200 - Classified Personnel)

LAYOFF/REHIRE (continued)**Notice of Layoff and Hearing Rights**

Note: Education Code 45117 applies to both districts that have adopted the merit system and those that have not. Education Code 45117, as amended by AB 438 (Ch. 665, Statutes of 2021), specifies notice requirements and hearing rights the district must provide to permanent classified employees, as defined, who are subject to layoff due to lack of work or lack of funds, including that notice be given no later than March 15. If a permanent classified employee is not given the required notice and a right to a hearing in accordance with law, the employee is deemed reemployed for the next school year. Education Code 45117 requires that classified employees be given prior written notice when they are subject to layoff due to lack of work or lack of funds. AB 1908 (Ch. 860, Statutes of 2012) amended Education Code 45117 to extend the timeline for such notice to 60 days, as provided below.

Pursuant to Education Code 45117, as amended by AB 438, a "permanent employee" is defined as an employee who was permanent at the time the notice or right to a hearing was required and an employee who became permanent after the date of the required notice.

Whenever a permanent classified employee is to be laid off for lack of work or lack of funds, the Superintendent or designee shall, no later than March 15 and before the employee is given formal notice by the Governing Board, give to the employee written notice of the recommendation, shall be given to the employee informing him/her of the layoff, the reasons that the employee's services will not be required for the ensuing year, the date the layoff goes into effect, any displacement rights, and reemployment rights, and the employee's right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 45117, Government Code 11503 and 11505, and other applicable provisions of law. The notice shall be given: (Education Code 45117)

An employee who is so notified may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. The request shall be in writing and shall be delivered to the person who sent notice to the employee, on or before March 15 but not less than seven days after the date the notice is served on the employee. Failure of an employee to request a hearing on or before the date specified shall constitute a waiver of the employee's right to a hearing. (Education Code 45117)

The Superintendent or designee shall serve an employee who timely requests a hearing with the District Statement of Reduction in Force documents. The employee has five calendar days from service of the District Statement of Reduction in Force documents to timely file a notice of participation with the district. The parties are entitled to discovery, if requested within 15 days of service of the District Statement of Reduction in Force documents. (Education Code 45117)

Note: Education Code 45117, as amended by AB 438, allows permanent classified employees given notice of a layoff to request a hearing before an administrative law judge. On or before May 7, the administrative judge is required to submit the proposed decision, containing a determination as to the sufficiency of the cause and a recommendation as to disposition regarding the layoff, to the Board for consideration and to affected employee(s).

LAYOFF/REHIRE (continued)

If a hearing is requested by a permanent classified employee, the proceeding shall be conducted and a decision made by an administrative law judge in accordance with Government Code 11500-11529. The Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations in the proposed decision prepared by the administrative law judge shall be binding on the Board. (Education Code 45117)

Following the Board's decision, the Superintendent or designee shall give final notice of termination to the affected employee(s) before May 15 unless a continuance was granted after a request for hearing was made, in which case such date may be extended by the number of days of the continuance. (Education Code 45117)

Note: Pursuant to Education Code 45117, as amended by AB 438, the district may reduce classified staff due to lack of work or lack of funds when the Board determines, during the time between five days after the enactment of the Budget Act and August 15, that the district's total local control funding formula apportionment per unit of ADA for the fiscal year of the Budget Act has not increased by at least two percent.

If during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, and that it is therefore necessary to decrease the number of classified employees due to lack of work or lack of funds, the Board may issue a District Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing adopted by the Board, and layoff proceedings shall be carried out as required by law. (Education Code 45117)

1. ~~At least 60 days prior to the effective date of the layoff, if the layoff is for lack of work resulting from a bona fide reduction or elimination of service being performed.~~
2. ~~No later than April 29, if the layoff is for lack of funds due to the expiration of a specially funded program at the end of any school year. However, if the termination date of the specially funded program is other than June 30, the employee shall be given notice at least 60 days from the effective date of the layoff.~~

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

~~The district is not required to provide the 60-day notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district. (Education Code 45117)~~

LAYOFF/REHIRE (continued)

When classified positions are eliminated as a result of the expiration of a specifically funded program, the district shall give written notice to the affected employee(s) not less than 60 days prior to the effective date of the layoff informing the employee(s) of the layoff date, any displacement rights, and employment rights. (Education Code 45117)

The district also is not required to provide a layoff notice ~~the 60-day notice~~ to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45117)

Additionally, the district may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds. (Education Code 45117)

Reemployment

Note: The following **optional** section specifies the rights of employees who are laid off or who take voluntary demotion or reduction in assigned time in lieu of layoff. Pursuant to Education Code 45308, laid-off classified employees have reemployment rights which are enforced in order of seniority rather than reverse order of layoff. In Tucker v. Grossmont Union High School District, a California appellate court ruled that a laid-off employee's reemployment right entitled ~~him~~ **the employee** to preference over any new applicant to available positions for which ~~he~~ **the employee** is qualified, **including positions in different classes from which the employee was laid off.**

Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298, 45308)

Note: Pursuant to San Mateo City School District v. Public Employment Relations Board, districts may adopt procedures which implement Education Code 45113 and 45114 as long as such procedures do not replace or set aside mandatory Education Code provisions. These procedures may be adopted pursuant to Board policy and/or collective bargaining agreement.

The following **optional** paragraph should be **deleted** by districts with a collective bargaining agreement that contains reemployment procedures, unless the district also has unrepresented classified employees.

When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by first calling the employee at ~~his/her~~ **the employee's** last known telephone number to notify ~~him/her~~ **the employee** of the vacancy and then sending written notice by certified and standard mail to ~~his/her~~ **the employee's** last known address. The employee shall advise the district of ~~his/her~~ **the** decision by any means

LAYOFF/REHIRE (continued)

no later than 10 calendar days from the date the notice was sent. If the employee accepts, ~~he/she~~ **the employee** shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

Note: The following paragraph is **optional** and may be modified to reflect district practice.

In order to be reemployed, the employee must be capable of performing the essential duties of the job with or without reasonable accommodations. When an otherwise eligible employee is unable to perform the essential duties of the job, ~~he/she~~ **the employee** shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

(cf. 4032 - Reasonable Accommodation)

Note: An argument can be made that, absent a collective bargaining provision to the contrary, once a district has offered a laid-off classified employee a position pursuant to the employee's reemployment rights under Education Code 45298 and that employee has refused the position, the district has discharged its duty to that employee. Whether ~~or not~~ such action conflicts with an employee's statutory right to reemployment is unclear.

The following two **optional** paragraphs should be used only with the approval of the district's legal counsel; the number of refusals that will trigger the removal of the employee's name from the district's **reemployment** list should be modified accordingly.

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and ~~he/she~~ **the employee** will forfeit all reemployment rights to which ~~he/she~~ **the employee** would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, ~~his/her~~ **the employee's** name shall be removed from the reemployment list and all reemployment rights to which ~~he/she~~ **the employee** would otherwise be entitled shall be forfeited.

Note: ~~AB 2307 (Ch. 586, Statutes of 2012) amended Education Code 45298 to provide that laid-off classified employees who are reemployed in a new position but fail to complete the probationary period for the new position shall be returned to the reemployment list for the remainder of the 39-month period, as provided below.~~

~~Although Education Code 45298 applies to districts using the merit system, pursuant to Education Code 45114, other districts are also required to lay off and reemploy classified employees in accordance with Education Code 45298.~~

If an employee is reemployed in a new position and fails to complete the probationary period in the new position, ~~he/she~~ **the employee** shall be returned to the reemployment list for the

LAYOFF/REHIRE (continued)

remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

Reinstatement of Benefits

Note: The following **optional** section should be **deleted** by districts that do not reinstate laid-off employee benefits upon reemployment and those whose collective bargaining agreements address the issue.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to ~~him/her~~ at the time of layoff.

A laid-off probationary employee shall be reemployed as a probationary employee, and the previous time served toward the completion of the required probationary period shall be counted. ~~He/she~~ **The employee** shall also be reemployed with all rights and benefits accorded to a probationary employee at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which ~~he/she~~ **the employee** would have progressed had ~~he/she~~ **the employee** remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Voluntary Demotion or Reduction of Hours

Classified employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the ~~Governing~~ Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

Employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

LAYOFF/REHIRE (continued)

Legal Reference:

EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff; Reinstatement from service retirement

45117 Notice of layoff and hearing rights

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment of persons laid off; voluntary demotions or reductions in time; ~~districts adopting merit system~~

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

GOVERNMENT CODE

11500-11529 Administrative adjudication; formal hearings

UNITED STATES CODE, TITLE 38

4301-4307 4335 ~~Veterans' Reemployment Rights~~ Employment and reemployment rights of members of the uniformed services

COURT DECISIONS

Tucker v. Grossmont Union High School District (2008) 168 Cal.App.4th 640

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management Resources:

WEB SITES

California School Employees Association: <http://www.csea.com>

(11/11 11/12) 12/21

Regulation 4217.3: Layoff/Rehire

Status: ADOPTED

Original Adopted Date: 04/17/2013

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

Order of Layoff/Determination of Seniority

The order of layoff within the class shall be determined by length of service. (Education Code 45114, 45308)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first.

Length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war as a member of the Military Reserve or the National Guard. (Education Code 45297, 45308)

(cf. 4161.5/4261.5/4361.5 - Military Leave)

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308, 45114)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine his/her length of service, provided he/she has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class. (Education Code 45105)

(cf. 4121 - Temporary/Substitute Personnel)

Whenever a classified employee is to be laid off for lack of work or lack of funds, written notice shall be given to the employee, informing him/her of the layoff, the date the layoff goes into effect, any displacement rights, and reemployment rights. The notice shall be given: (Education Code 45117)

1. At least 60 days prior to the effective date of the layoff, if the layoff is for lack of work resulting from a bona fide reduction or elimination of service being performed.

2. No later than April 29, if the layoff is for lack of funds due to the expiration of a specially funded program at the end of any school year. However, if the termination date of the specially funded program is other than June 30, the employee shall be given notice at least 60 days from the effective date of the layoff.

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

The district is not required to provide the 60-day notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district. (Education Code 45117)

The district also is not required to provide the 60-day notice to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45117)

Voluntary Demotion or Voluntary Reduction of Hours

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off. (Education Code 45114, 45298)

Reemployment Eligibility

Classified employees laid off because of lack of work or lack of funds are eligible for reemployment within a period

of 39 months and shall be reemployed in preference to new applicants. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, reclassification or reassignment shall retain eligibility to be considered for reemployment in a position of the previously held class or positions with increased assigned time, provided that the same tests of fitness under which they qualified for appointment to the class are still applicable. The length of this additional period of time shall be determined by the Governing Board on a class-by-class basis and shall not exceed 24 months. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time. If there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Upon rejecting two offers of reemployment, the employee's name will be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, his/her name will be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

If an employee is employed in a new position and fails to complete the probationary period in the new position, he/she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

Reemployment Procedures

Reemployment shall be in reverse order of layoff. (Education Code 45114, 45298, 45308)

In order to be reinstated, an employee must be fully capable of performing the normal and customary duties of the job. Employees whose physical condition is such that they cannot be reinstated at the time called for reemployment will be kept on the reemployment list until physically capable of returning to work or for a period not to exceed 39 calendar months.

(cf. 4032 - Reasonable Accommodation)

When a vacancy occurs, the senior employee who has held prior permanency in the position shall be so notified by certified U.S. mail at his/her last known address and given the opportunity to accept or reject appointment into the vacant position. The employee shall advise the district of his/her decision no later than 10 calendar days following notification. If the employee accepts, he/she shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to him/her at the time of layoff. A laid-off probationary employee shall be reemployed as a probationary employee, and the time served toward the completion of the required probationary period shall be counted. He/she shall also be reemployed with all rights and benefits accorded to him/her at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Policy 5111: Admission

Status: ADOPTED

Original Adopted Date: 04/01/2015 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

CSBA NOTE: Pursuant to Education Code 48200, all children ages 6-18 years are subject to compulsory full-time education, unless specifically exempted. See BP/AR 5112.1 - Exemptions from Attendance for further information about such exemptions.

Pursuant to Education Code 234.7, ~~as added by AB 699 (Ch. 493, Statutes of 2017),~~ districts are mandated to adopt policy, equivalent to a model policy developed by the California Attorney General, which prohibits the solicitation or collection of information regarding the immigration or citizenship status of students and their families, unless otherwise required by law. See the Office of the Attorney General's publication "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues," available on its web site. These requirements are addressed in the following policy and BP/AR 5111.1 - District Residency.

In *Plyler v. Doe*, the U.S. Supreme Court ruled that, under the Fourteenth Amendment to the U.S. Constitution, students cannot be denied a free public education on the basis of their citizenship or immigration status, including their status as undocumented children. As discussed in a Dear Colleague Letter and fact sheet, "Information on the Rights of All Children to Enroll in School," jointly issued by the U.S. Department of Justice's Civil Rights Division and U.S. Department of Education's Office for Civil Rights, it may be a violation of federal law for districts to adopt a policy or procedure that prohibits or discourages children from enrolling in school because they or their parents/guardians are not United States citizens or are undocumented. For further discussion of these issues, see CSBA's Legal Guidance ~~on~~ "Providing All Children Equal Access to Education, Regardless of Immigration Status." Also see ~~CSBA's legal guidance also includes a sample board resolution~~ "Providing All Children Equal Access to Education, Regardless of Immigration Status," available on its web site, that may be used to inform students, parents/guardians, and the community of students' rights under current law to attend a district school regardless of their citizenship or immigration status.

The Governing Board encourages the enrollment and appropriate placement of all ~~school-aged~~ children who are eligible for enrollment in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school ~~at any grade level~~ about admission requirements and shall assist them with enrollment procedures.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. The district should align the application windows for various attendance options in a manner that

will allow the district to meet legal requirements pertaining to admissions priorities. See BP/AR 5116.1 - Intradistrict Open Enrollment and AR 5117 - Interdistrict Attendance, and BP/AR 5118 - Open Enrollment Act Transfers for application windows applicable to those options.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

~~CSBA NOTE: Education Code 49452.9 requires that district enrollment forms include an informational item about affordable health care options and available enrollment assistance. Pursuant to Education Code 49452.9, the district could accomplish this by developing its own informational item or using a flier developed by the California Department of Education.~~

~~The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)~~

Verification of Admission Eligibility

CSBA NOTE: Admission requirements include age criteria for grades Transitional Kindergarten-1; see the accompanying administrative regulation and BP 6170.1 - Transitional Kindergarten. Other admission requirements are addressed in AR 5111.1 - District Residency, BP/AR 5141.31 - Immunizations, and AR 5141.32 - Health Screening for School Entry.

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency within the district, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

CSBA NOTE: Although a districts may require proof of that a student's residency is within the district (e.g., utility or phone bill, property tax payment receipt, rental property lease agreement, etc.), inquiring into the citizenship or immigration status of students and their families is they are prohibited, pursuant to Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017), from inquiring into the citizenship or immigration status of students and their families. Consequently, consistent with the Attorney General's model policy developed pursuant to Education Code 234.7, districts may not request a student's or parent/guardian's green card, visa, passport, voter registration, or other documentation that indicates citizenship status, and could discourage undocumented children from enrolling in school, except when collection of such information is required to comply with state or federal reporting requirements for special

programs, such as language instruction programs for English Learners. Even for those limited purposes, the information should not be collected during the admission process to avoid discouraging immigrant children from enrolling in school, in violation of law. Also see BP/AR 5111.1 - District Residency.

In addition, pursuant to Education Code 49076.7, a district is prohibited from soliciting or collecting social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. One such exception is the collection of the last four digits of the social security number for the purpose of establishing eligibility for a federal benefit program. Also see BP/AR 5125 - Student Records.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or the student's/his/her family members. (Education Code 234.7, 49076.7)

~~CSBA NOTE: The following paragraph reflects the Attorney General's model policy developed pursuant to Education Code 234.7. Information regarding national origin (e.g., place of birth, date of entry into the United States, and date the student first attended school in the United States) may be collected only when required to comply with state or federal reporting requirements for special programs, such as language instruction programs for English Learners, but should not be collected during the admission process to avoid deterring initial school enrollment of immigrant students.~~

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or the student's/his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

CSBA NOTE: The following paragraph is for use by districts that maintain grades K-1. In addition to the methods specified in Education Code 48002 for documenting a child's age for admittance to kindergarten or first grade, as listed in the accompanying administrative regulation, the Governing Board is authorized to prescribe alternative means for proof of a child's age. The following paragraph may be revised to reflect any such alternative means approved by the Board. The following paragraph also reflects the Attorney General's model policy, ~~developed pursuant to Education Code 234.7,~~ requiring that such alternative means be available to all persons regardless of immigration status, citizenship status, or national origin.

School registration information shall list all possible means of documenting a child's age for entry into grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain

regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

CSBA NOTE: State and federal law require the immediate enrollment of homeless youth (Education Code 48850, 48852.7; 42 USC 11432), foster youth (Education Code 48853.5), and former juvenile court school students (Education Code 48645.5) regardless of their ability to provide the school with records normally required for enrollment; see BP/AR 6173 - Education for Homeless Children, AR 6173.1 - Education for Foster Youth, and AR 6173.3 - Education for Juvenile Court School Students. In addition, Education Code 49701 requires the district to facilitate the enrollment of children of military families and to ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements; see BP/AR 6173.2 - Education of Children of Military Families.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or ~~his/her an~~ inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

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	Description
17 CCR 6000-6075	School attendance immunization requirements
5 CCR 200	Promotion from kindergarten to first grade
5 CCR 201	Admission to high school
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 46300	Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
Ed. Code 46600	Agreements for admission of students desiring interdistrict attendance
Ed. Code 48000	Minimum age of admission (kindergarten)
Ed. Code 48002	Evidence of minimum age required to enter kindergarten or first grade

Ed. Code 48010	Minimum age of admission (first grade)
Ed. Code 48011	Admission from kindergarten or other school; minimum age
Ed. Code 48050-48053	Nonresidents
Ed. Code 48200	Children between ages of 6 and 18 years (compulsory full-time education)
Ed. Code 48350-48361	Open Enrollment Act
Ed. Code 48645.5	Enrollment of former juvenile court school students
Ed. Code 48850-48859	Educational placement of homeless and foster youth
Ed. Code 49076	Access to records by persons without written consent or under judicial order
Ed. Code 49076.7	Student records; data privacy; social security numbers
Ed. Code 49408	Information for use in emergencies
Ed. Code 49452.9	Health care coverage options and enrollment assistance
Ed. Code 49700-49703	Education of children of military families
<u>Civil Code 51</u>	<u>Unruh Civil Rights Act</u>
<u>Code of Civil Procedure 1002.7</u>	<u>Provision in enrollment agreement waiving legal right, remedy, forum, proceeding or procedure; criminal sexual assault or sexual battery</u>
H&S Code 120325-120380	Educational and child care facility immunization requirements
H&S Code 121475-121520	Tuberculosis tests for students
Federal	Description
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
5 USC 552a	Note: Refusal to disclose social security number Records maintained on individuals
Management Resources	Description
CA Office of the Attorney General Publication	Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018
Court Decision	Plyler v. Doe, 457 U.S. 202 (1982)
CSBA Publication	Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

U.S. DOJ & DOE Civil Rights Joint Publication	Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents, May 8, 2014
U.S. DOJ & DOE Civil Rights Joint Publication	Fact Sheet: Information on the Rights of All Children to Enroll in School, May 8, 2014
U.S. DOJ & DOE Civil Rights Joint Publication	Dear Colleague Letter: School Enrollment Procedures, May 8, 2014
Website	California Department of Education (https://www.cde.ca.gov/)-Health Care Coverage and Enrollment Assistance
Website	California Office of the Attorney General
Website	U.S. Department of Justice
Website	CSBA
Website	U.S. Department of Education, Office for Civil Rights

Cross References

Code	Description
5111.1	District Residency
5111.1	District Residency
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5112.2	Exclusions From Attendance
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5125	Student Records
5125	Student Records

5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5142.1	Identification And Reporting Of Missing Children
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parental Notifications
5145.6-E(1)	Parental Notifications
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6170.1	Transitional Kindergarten
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	<u>Education For Foster Youth (BP and AR)</u>
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students

Policy Reference UPDATE Service

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Policy 5111: Admission

Status: ADOPTED

Original Adopted Date: 06/13/2018

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

Verification of Admission Eligibility

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or his/her family members. (Education Code 234.7, 49076.7)

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

(cf. 5145.13 - Response to Immigration Enforcement)

(cf. 5145.3 - Nondiscrimination/Harassment)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or his/her parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide

such information to the district.

School registration information shall list all possible means of documenting a child's age for grades K-1 as authorized by Education Code 48002 or otherwise prescribed by the Board. Any alternative document allowed by the district shall be one that all persons can obtain regardless of immigration status, citizenship status, or national origin and shall not reveal information related to citizenship or immigrant status.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or his/her inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

Regulation 5111: Admission

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

CSBA NOTE: The following optional administrative regulation is for use by districts offering grades-transitional kindergarten (TK)-1.

Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child whose ~~will have his/her fifth or sixth birthday is~~ on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

CSBA NOTE: Education Code 48000, as amended by AB 130 (Ch.44, Statutes of 2021), revises the timespans for TK admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year. See BP 6170.1 - Transitional Kindergarten for eligibility and admission into TK.

~~Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program. Admission into transitional kindergarten shall be in accordance with law and as specified in Board Policy BP 6170.1 - Transitional Kindergarten. (Education Code 48000)~~

CSBA NOTE: The following paragraph is optional. Education Code 48000 authorizes the district, at its discretion on a case-by-case basis, to allow enrollment admit children into kindergarten during the school year into kindergarten during the school year on a case-by-case basis, under the conditions described below. According to the "Transitional Kindergarten FAQs" issued by the California Department of Education (CDE), enrollment into TK during the school year is also permitted on a case-by-case basis and under the same conditions. CDE information on "Kindergarten in California," available on its web site, cautions that any district utilizing this option must ensure that the child has turned age five or else may jeopardize its apportionments as auditors may impose fiscal sanctions. The According to the California Department of Education's CDE "Kindergarten in California," also cautions that the some districts may risk being challenged by parents/guardians if it bases early admission on test results, maturity of the child, or preschool records to be consistent with the early admission policy and to avoid challenge by parents/guardians whose children were denied early admission. The district might consider establishing a process for parents/guardians who choose to challenge denial of early entry.

On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten ~~or TK~~ at any time during that school year ~~with the approval of the child's parent/guardian~~, provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

CSBA NOTE: Education Code 48002 specifies that the method of proof of age may include any appropriate means prescribed by the Governing Board. The following items reflect examples in Education Code 48002 and may be revised to reflect district practice.

Although Education Code 48002 includes a passport as a possible means for determining a child's age, the California Attorney General's model policy developed pursuant to Education Code 234.7, ~~as added by AB 699 (Ch. 493, Statutes of 2017)~~, states that districts should not require documentation that may indicate a student's national origin or immigration status, such as a passport, to the exclusion of other permissible documentation. In addition, a district may not bar or discourage a child from enrolling in school because the child lacks a birth certificate or passport, or has one from a foreign country. See the Office of the Attorney General's publication "Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues."

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate

3. A passport
4. When none of the above documents is obtainable, an affidavit of the parent/guardian
5. Other means prescribed by the Board

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	Description
17 CCR 6000-6075	School attendance immunization requirements
5 CCR 200	Promotion from kindergarten to first grade
5 CCR 201	Admission to high school
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 46300	Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
Ed. Code 46600	Agreements for admission of students desiring interdistrict attendance
Ed. Code 48000	Minimum age of admission (kindergarten)
Ed. Code 48002	Evidence of minimum age required to enter kindergarten or first grade
Ed. Code 48010	Minimum age of admission (first grade)
Ed. Code 48011	Admission from kindergarten or other school; minimum age
Ed. Code 48050-48053	Nonresidents
Ed. Code 48200	Children between ages of 6 and 18 years (compulsory full-time education)
Ed. Code 48350-48361	Open Enrollment Act
Ed. Code 48645.5	Enrollment of former juvenile court school students
Ed. Code 48850-48859	Educational placement of homeless and foster youth
Ed. Code 49076	Access to records by persons without written consent or under judicial order
Ed. Code 49076.7	Student records; data privacy; social security numbers

Ed. Code 49408

~~Ed. Code 49452.9~~

Ed. Code 49700-49703

Civil Code 51

Code of Civil Procedure 1002.7

H&S Code 120325-120380

H&S Code 121475-121520

Federal

42 USC 11431-11435

5 USC 552a

Management Resources

CA Office of the Attorney General
Publication

Court Decision

CSBA Publication

U.S. DOJ & DOE Civil Rights Joint
Publication

U.S. DOJ & DOE Civil Rights Joint
Publication

U.S. DOJ & DOE Civil Rights Joint
Publication

Website

Website

Website

Website

Information for use in emergencies

~~Health care coverage options and enrollment assistance~~

Education of children of military families

Unruh Civil Rights Act

Provision in enrollment agreement waiving legal rights,
remedy, forum, proceeding or procedure; criminal sexual
assault or sexual battery

Educational and child care facility immunization
requirements

Tuberculosis tests for students

Description

McKinney-Vento Homeless Assistance Act

~~Note: Refusal to disclose social security number~~
Records maintained on individuals

Description

Promoting Safe & Secure Learning Environment for All:
Guidance & Model Policies to Assist CA K-12 Schools in
Responding to Immigration Issues, 4/2018

Plyler v. Doe, 457 U.S. 202 (1982)

Legal Guidance on Providing All Children Equal Access to
Education, Regardless of Immigration Status, February 2017

Information on the Rights of All Children to Enroll in School:
Questions and Answers for States, School Districts and
Parents, May 8, 2014

Fact Sheet: Information on the Rights of All Children to
Enroll in School, May 8, 2014

Dear Colleague Letter: School Enrollment Procedures, May 8,
2014

California Department of Education
(<https://www.cde.ca.gov/>), ~~Health Care Coverage and
Enrollment Assistance~~

California Office of the Attorney General

U.S. Department of Justice

CSBA

Cross References

Code	Description
5111.1	District Residency
5111.1	District Residency
5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5112.2	Exclusions From Attendance
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention
5125	Student Records
5125	Student Records
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5142.1	Identification And Reporting Of Missing Children
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
5145.3	Nondiscrimination/Harassment

5145.3	Nondiscrimination/Harassment
5145.6	Parental Notifications
5145.6-E(1)	Parental Notifications
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6170.1	Transitional Kindergarten
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	<u>Education for Foster Youth (BP and AR)</u>
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6173.3	Education For Juvenile Court School Students

Regulation 5111: Admission

Status: ADOPTED

Original Adopted Date: 12/13/2017 | Last Revised Date: 06/13/2018

Age of Admittance to Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6170.1 - Transitional Kindergarten)

On a case-by-case basis, a child who will turn five years old in a given school year may be enrolled in kindergarten or TK at any time during that school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

(cf. 6151 - Class Size)

(cf. 7111 - Evaluating Existing Buildings)

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
 2. A duly attested baptism certificate
 3. A passport
 4. When none of the above documents is obtainable, an affidavit of the parent/guardian
 5. Other means prescribed by the Board
-

Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

Excused Absences

CSBA NOTE: Items #1-154 below reflect absences that are authorized by law to be considered as excused absences for purposes of enforcing the compulsory state attendance laws. Pursuant to Education Code 48205, absences specified in items #1-110, although excused for purposes of enforcing compulsory state attendance laws, are considered absences in computing average daily attendance and do not generate state apportionment payments.

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

CSBA NOTE: Pursuant to Education Code 48205, as amended by SB 14 (Ch. 672, Statutes of 2021), an absence due to a student's illness includes an absence for the benefit of the student's mental or behavioral health.

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)

CSBA NOTE: Pursuant to Education Code 48205, absence due to the illness or medical appointment of a student's child is counted as an excused absence. ~~As amended by AB-2289 (Ch. 942, Statutes of 2018), Education Code 48205 prohibits and the district is prohibited from~~ requiring a physician's note for such absences. See the section "Method of Verification" below.

6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's a naturalization ceremony to become a United States citizen (Education Code 48205)

CSBA NOTE: Education Code 48205, as amended by AB 516 (Ch. 281, Statutes of 2021), includes an absence for the purpose of participating in a cultural ceremony or event as an excused absence.

11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)

CSBA NOTE: Item #12~~1~~ below should be included only if the Governing Board has adopted a resolution permitting absences for religious instruction or exercises. See the accompanying Board policy. If these absences are allowed, Education Code 46014 mandates that the Board adopt regulations governing students' attendance at religious exercises or instruction and the reporting of such absences. These regulations should include all of ~~item #12~~1 below and may be expanded to reflect district practice.

12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

CSBA NOTE: Education Code 46014 provides that absence for participation in religious instruction or exercises will not be considered an absence for state apportionment purposes if the student attends school for at least the minimum school day and is not absent for this purpose on more than four days per school month. Pursuant to Education Code 46112, 46113, 46117, and 46141, unless otherwise provided by law, the minimum school day is generally 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes for grades 4-12. For further information, see AR 6112 - School Day.

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

13. Work in the entertainment or allied industry (Education Code 48225.5)

~~Such absence shall be excused provided that the Work for a student who holds a work permit authorizing such work in the entertainment or allied industries and is absent for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of and up to five absences per school year. (Education Code 48225.5)~~

14. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

~~CSBA NOTE: As amended by AB 2289, Education Code 48205 clarifies that, in addition to the excused absences described in Education Code 48205 and 48225.5, students may be excused for other reasons at the discretion of school administrators.~~

15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

~~CSBA NOTE: AB 2289 amended Education Code 48205 to revise the definition of "immediate family" as provided in the following paragraph.~~

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

CSBA NOTE: Education Code 48205, as amended by AB 2289, prohibits the district from requiring a physician's note for absences due to the illness or medical appointment of the

student's child. However, the district is authorized to require verification of other absences. The following section should be revised to reflect district-adopted methods of verification and to specify employee(s) assigned to verify absences.

5 CCR 420-421 provide guidelines for verifying absences due to illness; quarantine; medical, dental, or eye appointments; or attendance at a funeral service of a member of a student's immediate family. 5 CCR 421 authorizes a student's absence to be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or any other qualified district employee assigned to make such verification. Pursuant to Education Code 48205, as amended by SB 14, state regulations related to illness verification will be updated as necessary to account for a student's absence for the benefit of the student's mental or behavioral health.

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in ~~item~~

#2 above.

4. Physician's verification.

CSBA NOTE: The following optional paragraph provides a means of verifying an excuse for confidential medical services without inquiring into the nature of the medical services.

- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

CSBA NOTE: The following optional paragraph provides that, after absences for illness on multiple occasions, the student may be required to bring a note from a physician to verify the illness. If a student does not have access to medical services in order to obtain such verification, the district may assist the student in obtaining the medical consultation if it is required.

- b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

CSBA NOTE: The requirement in ~~item~~ #1 below is for use by districts whose board has adopted a resolution permitting an excused absence for religious instruction or exercises. See the accompanying Board policy and ~~item~~ #12+ in the section "Excused Absences" above.

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

CSBA NOTE: The requirement in ~~item~~ #2 applies to all districts. Districts that maintain only elementary grades should delete the reference to students in grades 7-12.

2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

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	Description
5 CCR 306	Explanation of absence
5 CCR 420-421	Record of verification of absence due to illness and other causes
Ed. Code 1740	Employment of personnel to supervise attendance (county superintendent)
Ed. Code 37201	School month
Ed. Code 37223	Weekend classes
Ed. Code 41601	Reports of average daily attendance
Ed. Code 42238-42250.1	Apportionments
Ed. Code 46000	Records (attendance)
Ed. Code 46010-460154	Absences
Ed. Code 461100-4612019	Attendance in kindergarten and elementary schools
Ed. Code 46110-46119	Attendance in kindergarten and elementary schools
Ed. Code 46140-461487	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18 (compulsory full-time attendance)
Ed. Code 48210-48216	Exclusions from attendance
Ed. Code 48225.5	Work permit; excused absence; entertainment or allied industries; <u>participation in not-for-profit performing arts organization</u>
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48292	Filing complaint against parent
Ed. Code 48320-48324	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48980	Parent/ <u>Guardian</u> al notifications
Ed. Code 49067	Unexcused absences as cause of failing grade

Ed. Code 49701

Provisions of the interstate compact on educational opportunities for military children

Elec. Code 12302

Student participation on precinct boards

Fam. Code 6920-6930~~29~~

Consent by minor for medical treatment

~~Veh. Code 13202.7~~

~~Driving privileges; minors; suspension or delay for habitual truancy~~

W&I Code 11253.5

Compulsory school attendance

W&I Code 601-601.54

Habitually truant minors

Management Resources

Description

Attorney General Opinion

66 Ops.Cal.Atty.Gen. 244 (1983)

Attorney General Opinion

87 Ops.Cal.Atty.Gen. 168 (2004)

Court Decision

American Academy of Pediatrics et al v. Lungren et al (1997)
16 Cal.4th 307

CSBA Publication

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

Website

CSBA

Website

California Department of Education (<https://www.cde.ca.gov>)

Cross References

Code

Description

0450

Comprehensive Safety Plan

0450

Comprehensive Safety Plan

0470

COVID-19 Mitigation Plan

3516

Emergencies And Disaster Preparedness Plan

3516

Emergencies And Disaster Preparedness Plan

4119.41

Employees With Infectious Disease

4219.41

Employees With Infectious Disease

4319.41

Employees With Infectious Disease

5000

Concepts And Roles

5020

Parent Rights And Responsibilities

5020

Parent Rights And Responsibilities

5112.1	Exemptions From Attendance
5112.1	Exemptions From Attendance
5112.2	Exclusions From Attendance
5112.5	Open/Closed Campus
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.11	Attendance Supervision
5113.12	District School Attendance Review Board
5113.12	District School Attendance Review Board
5121	Grades/Evaluation Of Student Achievement
5121	Grades/Evaluation Of Student Achievement
5131	Conduct
5131.4	Student Disturbances
5131.4	Student Disturbances
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.33	Head Lice
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.6	Parental Notifications
5145.6-E(1)	Parental Notifications
5146	Married/Pregnant/Parenting Students
5147	Dropout Prevention
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
6112	<u>School Day (BP and AR)</u>
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs

6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities
6154	Homework/Makeup Work
6158	Independent Study
6158	Independent Study
6164.2	Guidance/Counseling Services
6173.2	Education Of Children Of Military Families
6173.2	Education Of Children Of Military Families
6176	Weekend/Saturday Classes
6177	Summer Learning Programs
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6185	Community Day School
6185	Community Day School

Policy Reference UPDATE Service

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Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 03/20/2019

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
 6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
- (cf. 5146 - Married/Pregnant/Parenting Students)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)

- a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 - Civic Education)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

(cf. 6173.2 - Education of Children of Military Families)

10. Attendance at a naturalization ceremony to become a United States citizen (Education Code 48205)
11. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the

purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

(cf. 6112 - School Day)

12. Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

13. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

14. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence

(cf. 5113.11 - Attendance Supervision)

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.

4. Physician's verification.

a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

(cf. 5113.1 - Chronic Absence and Truancy)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

CSBA Sample

Administrative Regulation

Students

AR 5125(a)

STUDENT RECORDS

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Note: Guidance issued by the U.S. Department of Education (USDOE) and U.S. Department of Health and Human Services clarifies that a student's immunization and health record maintained by the district is a "student record" subject to the Family Educational Rights and Privacy Act (FERPA).

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

Note: USDOE guidance, Balancing Student Privacy and School Safety, clarifies that records created by the district's law enforcement unit, such as student images appearing on security videotapes, are not considered student records under FERPA as long as the records are created for a law enforcement purpose.

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

STUDENT RECORDS (continued)

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family

Note: Pursuant to 34 CFR 99.3, the definition of "personally identifiable information" includes a personal identifier such as a student's social security number. Education Code 49076.7 prohibits districts from collecting or soliciting social security numbers, or the last four digits of social security numbers, from students or their parents/guardians unless otherwise required to do so by state or federal law. If a social security number is collected under such circumstances, it must be classified as personally identifiable information and is subject to the restrictions related to access or de-identification of records specified in 34 CFR 99.30-99.39 and this administrative regulation.

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)

STUDENT RECORDS (continued)

5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Note: Education Code 49063 requires districts to include the criteria for defining "legitimate educational interest" and "school officials and employees" in their annual notification; see section "Notification of Parents/Guardians" below.

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

Note: 34 CFR 99.31 defines "school officials and employees" for purposes of determining who may be given personally identifiable information from student records, as provided below. In 73 Fed. Reg. 74815 (2008), USDOE stated that local agencies are in the best position to determine the types of parties who may serve as school officials. Examples cited include school transportation officials (including bus drivers), school nurses, practicum and fieldwork students, unpaid interns, consultants, contractors, volunteers, and other outside parties providing institutional services and performing institutional functions, provided that each of the requirements in 34 CFR 99.31 has been met.

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

STUDENT RECORDS (continued)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)

Note: Pursuant to Education Code 56041.5, all the rights accorded to the parent/guardian of a student with disabilities, including the right to access student records, are transferred to the student at 18 years of age except when the student has been declared incompetent under state law.

3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(*cf.* 6159 - Individualized Education Program)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

Note: Education Code 49076 and 34 CFR 99.31 require that access to relevant records be given to parents/guardians of a dependent child, defined by 26 USC 152 as one who lives with a parent/guardian for more than half the taxable year, meets the specified age requirements, has not provided more than half of one's own support during that year, and has not filed a joint tax return with a spouse.

1. Parents/guardians of a **student 18 years of age or older who is a dependent child** as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)

STUDENT RECORDS (continued)

4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Note: 34 CFR 99.34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph. However, if the district includes a statement in its annual parental notification that the district may forward education records under such circumstances, it is not obligated to individually notify parents/guardians or adult students. The following **optional** paragraph may be deleted by districts that include such a statement in their annual parental notification. See section below entitled "Notification of Parents/Guardians."

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

Note: Item #6 below is for use by districts that maintain high schools. Education Code 69432.9 provides that all students in grade 12 will be considered Cal Grant applicants and will have their grade point average (GPA) submitted to the Student Aid Commission, unless they opt out or are permitted under Commission rules to submit test scores in lieu of the GPA. Education Code 69432.9 requires that the report be submitted on a standardized form provided by the Commission. Pursuant to Education Code 69432.92, the Commission may also require that districts submit verification of high school graduation or its equivalent for all students who graduated in the prior academic year, except for students who have opted out.

Education Code ~~69432.9~~ 49432.9 requires that parents/guardians be notified that their child's GPA will be forwarded unless they opt out within the time period specified in the notice. This notification could be included in the annual parental notification issued pursuant to Education Code 48980.

STUDENT RECORDS (continued)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

Note: Pursuant to Education Code 49076, county placing agencies authorized to assess the effectiveness of a state or federally funded program on behalf of federal, state, or local officials and agencies may be allowed access to student records. Education Code 49076 also authorizes districts, county offices of education, and county placing agencies to develop cooperative agreements to facilitate confidential access to and exchange of student information by email, facsimile, electronic format, or other secure means, provided the agreement complies with the requirements of 34 CFR 99.35.

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

STUDENT RECORDS (continued)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
12. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)

STUDENT RECORDS (continued)

(cf. 6173.1 - Education for Foster Youth)

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))
18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

STUDENT RECORDS (continued)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Note: The following optional paragraph may be revised to reflect district practice.

- Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.
2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)
 3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31,

STUDENT RECORDS (continued)

organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)

- a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
 5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

Note: Education Code 49076 includes "contractors" and "consultants," as defined in the section "Definitions" above, among the categories of individuals to whom a student's personally identifiable information may be disclosed under certain circumstances. Unlike 34 CFR 99.31, however, Education Code 49076 prohibits disclosure of such information to volunteers and other parties.

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

Note: Items #7 and 8 below are for use by districts that maintain high schools.

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may

STUDENT RECORDS (continued)

be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

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

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-identification of Records

Note: 20 USC 1232(g) and Education Code 49076 authorize the district to release student records for specified purposes (e.g., to federal and state officials conducting program audits or to organizations conducting studies) without parent/guardian consent after the removal of all "personally identifiable information" as defined in the section entitled "Definitions" above and provided that the district has made a reasonable determination that a student's identity will not be personally identifiable through single or multiple releases. Education Code 49074 further authorizes the district to provide de-identified statistical data to public or private agencies, postsecondary institutions, or educational research organizations when such actions would be "in the best educational interests of students."

34 CFR 99.31 lists objective standards under which districts may release information from de-identified records. These standards are applicable to both requests for individual, redacted records and requests for statistical information from multiple records.

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

STUDENT RECORDS (continued)**Process for Providing Access to Records**

Note: Education Code 49069 **mandates** procedures for notifying parents/guardians of the location of student records if not centrally located. The following paragraph may be expanded to include notification procedures.

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

Note: 5 CCR 431 **mandates** districts to establish written procedures to ensure the security of student records. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district.

34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that school officials, employees, and outside contractors obtain access to only those records, both paper and electronic, in which they have a legitimate educational interest and (2) identify and authenticate the identity of parents/guardians, students, school officials, and any other party to whom the district discloses personally identifiable information from education records. In addition, 34 CFR 99.31 specifies that a district which does not use physical or technological access controls (e.g., a locked file cabinet or computer security limiting access) must ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement.

The Analysis to Comments and Changes (73 Fed. Reg. 237, page 74817) suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that school officials do not have unrestricted access to the records of all students. The Analysis also clarifies that the reasonableness of the method depends, in part, on the potential harm involved. For example, high-risk records, such as social security numbers or other information that could be used for identity theft, should receive greater and more immediate protection.

In addition, as a condition of participation in an interagency data information system (e.g., California Longitudinal Pupil Achievement Data System), Education Code 49076 requires that the district develop security procedures or devices by which unauthorized personnel cannot access data in the system and procedures or devices to secure privileged or confidential data from unauthorized disclosure.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

STUDENT RECORDS (continued)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

Note: 34 CFR 99.30 specifies information that must be included in the parent/guardian consent form, as provided below. The provisions in the following two paragraphs are required pursuant to the California Attorney General's model policy developed pursuant to Education Code 234.7. See the Office of the Attorney General's publication Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Note: Education Code 49069 and 5 CCR 431 **mandate** that the district adopt procedures for granting parent/guardian requests to inspect, review, and obtain copies of records.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Note: Education Code 49069 **mandates** procedures for the availability of qualified certificated personnel to interpret records when requested. The following paragraph may be expanded to include specific procedures for persons to request and receive the assistance of certificated personnel.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

STUDENT RECORDS (continued)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

Note: The following **optional** paragraph may be revised to reflect district practice.

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

Note: Although Education Code 49064 does not require the district to record access by individuals specified in items #1-5 below, the district may consider recording access by all individuals as part of the reasonable administrative controls required by 34 CFR 99.31; see section above entitled "Process for Providing Access to Records."

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

Note: Pursuant to Education Code 234.7, any request for student information by a law enforcement agency for the purpose of enforcing immigration laws must be reported to the Superintendent and the Board; see the accompanying Board policy. Therefore, it is recommended that the custodian of records make an entry in the log regarding any such requests, as provided in item #6 below.

6. Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

Note: Education Code 49069 **mandates** that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065.

STUDENT RECORDS (continued)

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

Changes to Student Records

Only a parent/guardian having legal custody of a student or ~~an adult~~ a student **who is 18 years of age or is attending an institution of postsecondary education** may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. ~~5125.3 - Challenging Student Records~~)

No additions or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code ~~49062.5~~, 49070; 5 CCR 437)

Note: In CALPADS' "Update FLASH #158, Guidance for Changing a Student's Legal Name in CALPADS", the California Department of Education states that a request to change a student's legal name must be supported by legal documentation such as a court record, birth certificate, or passport.

Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.

Any challenge to the content of a student's record shall be filed in accordance with the process specified in AR 5125.3 - Challenging Student Records. (Education Code 49070)

(cf. 5125.3 - Challenging Student Records)

Note: AB 711 (Ch. 179, Statutes of 2019) added Education Code 49062.5 and amended Education Code 49070 to require districts to update a student's or former student's records to change the student's name and/or gender, as specified below.

~~When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to reflect the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. The district is not required to modify records that the former student has not requested for modification or reissuance. (Education Code 49062.5)~~

STUDENT RECORDS (continued)

~~(cf. 5145.3 - Nondiscrimination/Harassment)~~

~~If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)~~

- ~~1. — The date of the request~~
- ~~2. — The date the requested records were reissued to the former student~~
- ~~3. — A list of the records that were requested by and reissued to the former student~~
- ~~4. — The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender~~
- ~~5. — The name of the employee who completed the request~~
- ~~6. — The current and former names and/or genders of the student~~

~~Any former student who submits a request to change the legal name or gender on the student's records but is unable to provide any government issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records.~~

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

~~(cf. 5111 - Admission)~~

3. Sex of student
4. Name and address of parent/guardian of minor student

STUDENT RECORDS (continued)

- a. Address of minor student if different from the above
- b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

- 5. Entrance and departure dates of each school year and for any summer session or other extra session
- 6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation

(cf. 5121 - Grades/Evaluation of Student Achievement)

- 7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

- 8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

- 1. Expulsion orders and the causes therefor

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

- 2. A log identifying persons or organizations who request or receive information from the student record
- 3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

- 4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

STUDENT RECORDS (continued)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

5. Language training records

(cf. 6174 - Education for English Learners)

6. Progress slips/notices required by Education Code 49066 and 49067
 7. Parental restrictions/stipulations regarding access to directory information
 8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
 9. Parent/guardian authorization or prohibition of student participation in specific programs
 10. Results of standardized tests administered within the past three years
- (cf. 6162.51 - State Academic Achievement Tests)*
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
 2. Standardized test results older than three years
 3. Routine disciplinary data
- (cf. 5144 - Discipline)*
4. Verified reports of relevant behavioral patterns
 5. All disciplinary notices
 6. Supplementary attendance records

STUDENT RECORDS (continued)

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

Note: Education Code 48201 requires districts to request records of a transferring student regarding acts that resulted in the student's suspension or expulsion from the previous school, as specified below. Once the record is received, the Superintendent or designee must inform the student's teachers of the acts; see AR 4158/4258/4358 - Employee Security.

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5119 - Students Expelled From Other Districts)

Note: Pursuant to Education Code 49068, a district is required to transfer a copy of a student's records to another school in which the student is enrolled or intends to enroll within 10 school days of receiving a request for the records. However, this is not applicable in circumstances where a more restrictive timeline is required. For example, a district is required to transfer the records of a student who is a foster youth to the new school within two business days, pursuant to Education Code 48853.5.

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

STUDENT RECORDS (continued)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 48985, 49063; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

STUDENT RECORDS (continued)

8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

Note: Pursuant to 34 CFR 99.34, if the district's annual parental notification contains the information described in optional item #13 below, the district does not need to attempt to individually notify a parent/guardian or adult student when the district discloses an education record to officials of another school, school system, or postsecondary institution (see item #5 in the list of persons/agencies with legitimate educational interests in the section entitled "Access for Limited Purpose/Legitimate Educational Interest" above).

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Note: The following paragraph reflects the Attorney General's model policy developed pursuant to Education Code 234.7.

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

Note: The following optional section is for use by districts that have adopted a program, pursuant to Education Code 49073.6, to gather or maintain any information obtained from students' social media activity that pertains directly to school safety or student safety. Districts that adopt such a program, as specified in the accompanying Board policy, must comply with the requirements described below. Districts that have not adopted such a program should delete the following section.

STUDENT RECORDS (continued)

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or the student's parent/guardian
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Updating Name and/or Gender of Former Students

Note: ~~AB 711 (Ch. 179, Statutes of 2019) added Education Code 49062.5 and amended Education Code 49070 to require a districts to update a student's or former student's records to reflect a change to the former student's name and/or gender, as specified below.~~

STUDENT RECORDS (continued)

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to ~~reflect~~ **include** the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. ~~The district is not required to modify records that the former student has not requested for modification or reissuance.~~ (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request
2. The date the requested records were reissued to the former student
3. A list of the records that were requested by and reissued to the former student
4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender
5. The name of the employee who completed the request
6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name **and/or** gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records. **(Education Code 49062.5)**

(5/18 12/19) 12/21

Regulation 5125: Student Records

Status: ADOPTED

Original Adopted Date: 12/13/2017 | Last Revised Date: 06/13/2018

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name

2. The name of the student's parent/guardian or other family members

3. The address of the student or student's family

4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)

5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name

6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty

7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)

2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)

3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)

2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)

3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)

4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.12 - District School Attendance Review Board)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when requested, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

No later than October 15 each year, the Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)

9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)

11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from

the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6173.1 - Education for Foster Youth)

15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

(cf. 6173 - Education for Homeless Children)

16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Discretionary Access

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)

3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)

a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.

b. The information is destroyed when no longer needed for the purposes for which the study is conducted.

c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.

4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or

agency (Education Code 49076; 34 CFR 99.31, 99.37)

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

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, the parent/guardian shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for records that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5145.3 - Nondiscrimination/Harassment)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above

b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

5. Entrance and departure dates of each school year and for any summer session or other extra session

6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

2. A log identifying persons or agencies who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

5. Language training records

(cf. 6174 - Education for English Learners)

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or denial of student participation in specific programs

10. Results of standardized tests administered within the past three years

(cf. 6162.51 - State Academic Achievement Tests)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings

2. Standardized test results older than three years

3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns

5. All disciplinary notices

6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5119 - Students Expelled from Other Districts)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian

b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Regulation 5142: Safety

Status: ADOPTED

Original Adopted Date: 07/01/2006 | Last Revised Date: 03/2022

CSBA NOTE: The following optional administrative regulation may be revised to reflect district practice.

~~At each school,~~ the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

Release of Students

CSBA NOTE: The following optional section may be revised to reflect district practice. For release of students during an emergency, see AR 3516 - Emergencies and Disaster Preparedness Plan.

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized on the student's emergency card as ~~someone~~ an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

Supervision of Students

CSBA NOTE: The following optional section may be revised to reflect district practice.

~~Pursuant to 5 CCR 5570 states that, unless otherwise provided by rule of the Governing Board,~~ teachers are required to be present at their rooms and admit students not less than 30 minutes before school starts unless otherwise provided by rule of the Governing Board. The district's collective bargaining agreement may include supervision of students. The following paragraph may be revised to maintain consistency with the district's collective bargaining agreement and/or district practice.

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students to a strict accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, and promptly report any ~~such-unusual~~ observations incidents to the principal or designee and file a written report as appropriate.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones ~~on the playground~~ and require all playground supervisors to remain ~~outside~~ at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone
2. Consider the size of the playground area, the number of areas that are ~~not immediately visible-obstructed from open view~~, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Such training shall be documented and kept on file.

Student Safety Patrols

CSBA NOTE: The following section is optional.

A school safety patrol shall be composed of students of the school selected by the principal or designee and shall serve only with written consent of the students and their parents/guardians. Patrol members shall be at least 10 years old and at least in the fifth grade. (Education Code 49302; 5 CCR 571)

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5

CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

CSBA NOTE: Health and Safety Code 115725 defines "playground" to include fall zones, surface materials, access ramps, and all areas within and including the designated enclosure and barriers.

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

Activities with Safety Risks

CSBA NOTE: The following optional section lists activities that might be prohibited by the district because of high risk to student safety and should be revised to reflect district practice.

Pursuant to Government Code 831.7, public entities, including districts, are not liable to participants in a hazardous recreational activity, those who assist participants, or spectators for any damage to person or property arising out of the hazardous recreational activity when the person knew or reasonably should have known that the hazardous recreational activity created a substantial risk of injury and was voluntarily in the place of risk or having the ability to leave but failed to do so. Government Code 831.7 defines a "hazardous recreational activity" as a recreational activity conducted on school grounds that creates a substantial risk of injury, as distinguished from a minor, trivial, or insignificant risk of injury. The list below includes, but is not limited to, some of the hazardous recreational activities listed in Government Code 831.7. Prior to authorizing such activities, it is recommended that districts consult with their insurance carrier or joint powers authority or, for those who self-insure, with legal counsel. See BP/AR 3530 - Risk Management/Insurance.

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters

4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
- 10 Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering
15. Surfing
16. Other activities determined by the principal to have a high risk to student safety

CSBA NOTE: The following paragraph is optional. Vehicle Code 21201 establishes requirements for bicycles on roadways in regard to brakes, handlebars, size, and illumination when operated during darkness. Districts may want to provide such information to students and parents/guardians.

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard, or wear in-line or roller skates, upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet.

Events In or Around a Swimming Pool

CSBA NOTE: The following section is optional. Any district that chooses to sponsor or host an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool is required to comply with the following paragraph, pursuant to Education Code 35179.6, as amended by SB 722 (Ch. 679, Statutes of 2021).

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

Laboratory Safety

CSBA NOTE: The following optional section reflects the Legislature's intent as stated in Education Code 49341, and the California Department of Education's Science Safety Handbook for Public Schools.

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

Hearing Protection

CSBA NOTE: The following optional section may be revised to reflect district practice.

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

CSBA NOTE: Education Code 32031 addresses circumstances under which eye protection devices must be used.

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed the actual cost to the district. (Education Code 32030, 32031, 32033)

Protection Against Insect Bites

CSBA NOTE: The following optional section may be revised to reflect district practice.

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions, ~~when engaging in outdoor activities.~~

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	Description
5 CCR 14030	Preliminary procedure, planning and approval of school facilities
5 CCR 14103	Authority of the driver
5 CCR 202	Exclusion of students with a contagious disease
5 CCR 5531	Supervision of extracurricular activities of pupils
5 CCR 5552	Playground supervision
5 CCR 5570	When school shall be open and teachers present
5 CCR 570-576	School safety patrols
Ed. Code 17280-17317	Approval of plans and supervision of construction
Ed. Code 17365-17374	Fitness of buildings for occupancy; liability of board members
Ed. Code 32001	Fire alarms and drills
Ed. Code 32020	School gates; entrances for emergency vehicles
Ed. Code 32030-32034	Eye safety
Ed. Code 32040	Duty to equip school with first aid kit
Ed. Code 32225-32226	Communications devices in classrooms
Ed. Code 32240-32245	Lead-Safe Schools Protection Act
Ed. Code 32250-32254	CDE school safety and security resources unit
Ed. Code 32280-32289	School safety plans

<u>Ed. Code 35179.6</u>	<u>School-sponsored on-campus event in or around swimming pool</u>
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 44808	Exemption from liability when students are not on school property
Ed. Code 44808.5	Permission for students to leave school grounds; notice (high school)
Ed. Code 45450-45451	Crossing guards
Ed. Code 48900	Hazing
Ed. Code 49300-49307	School safety patrols
Ed. Code 49330-49335	Injurious objects
Ed. Code 49341	Hazardous materials in school science laboratories
Ed. Code 51202	Instruction in personal and public health and safety
Ed. Code 8482-8484.6	After School Education and Safety Program
Gov. Code 810-996.6	California Tort Claims Act
H&S Code 115725-115735	Playground safety
H&S Code 115775-115800	Wooden playground equipment
H&S Code 116046	Issuance of best practices guidelines for K-12 pool safety
Pen. Code 245.6	Hazing
Pub. Res. Code 5411	Purchase of equipment usable by persons with disabilities
Veh. Code 21100	Rules and regulations; crossing guards
Veh. Code 21212	Use of helmets
Veh. Code 42200	Fines and forfeitures, disposition by cities
Veh. Code 42201	Fines and forfeitures, disposition by counties
Vehicle Code 21201	Rules for operation of bicycle on roadway
Management Resources	Description
American Society for Testing and Materials	F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2017
California Department of Education Publication	Science Safety Handbook for California Public Schools, 2014
Court Decision	Knight v. Jewett, (1992) 3 Cal.4 th 296, 313

Court Decision	Lane v. City of Sacramento, (2010) 183 Cal. App. 4 th . 1337
Court Decision	J.H. v. Los Angeles Unified School District, (20 10) 183 Cal.App.4 th 123
Court Decision	Kahn v. East Side Union High School District, (2003) 31 Cal.4 th 990
Court Decision	Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741
Court Decision	Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508
Court Decision	Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4 th 1138
U.S. Consumer Product Safety Comm Publication	Public Playground Safety Handbook, 2010
Website	American Society for Testing and Materials
Website	U.S. Department of Education, Safe Schools
Website	U.S. Consumer Product Safety Commission
Website	U.S. Environmental Protection Agency
Website	California Department of Education, Safe Schools
Website	California Department of Public Health
Website	Centers for Disease Control and Prevention
Website	National Recreation and Park Association, Certified Playground Safety Inspector Certification (https://www.nrpa.org/certification/CPSI/)

Cross References

Code	Description
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1330.1	Joint Use Agreements
3260	Fees And Charges

3260	Fees And Charges
3452	Student Activity Funds
3512	Equipment
3512-E(1)	Equipment
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3515	Campus Security
3515	Campus Security
3515.21	Unmanned Aircraft Systems (Drones)
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42	Exposure Control Plan For Bloodborne Pathogens
4119.42-E(1)	Exposure Control Plan For Bloodborne Pathogens
4219.42	Exposure Control Plan for Bloodborne Pathogens
4219.42	Exposure Control Plan for Bloodborne Pathogens
4219.42-E(1)	Exposure Control Plan for Bloodborne Pathogens
4319.42	Exposure Control Plan for Bloodborne Pathogens
4319.42	Exposure Control Plan for Bloodborne Pathogens
4319.42-E(1)	Exposure Control Plan for Bloodborne Pathogens
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities

5021	Noncustodial Parents
5131	Conduct
5131.1	Bus Conduct
5131.1	Bus Conduct
5131.4	Student Disturbances
5131.4	Student Disturbances
5137	Positive School Climate
5138	Conflict Resolution/Peer Mediation
5141	Health Care And Emergencies
5141	Health Care And Emergencies
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5141.23	Asthma Management
5141.23	Asthma Management
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5141.7	Sun Safety
5142.1	Identification And Reporting Of Missing Children
5142.2	Safe Routes To School Program
5142.2	Safe Routes To School Program
5143	Insurance
5143	Insurance
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5145.11	Questioning And Apprehension By Law Enforcement

5145.13	Response To Immigration Enforcement
5145.13	Response To Immigration Enforcement
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6142.93	Science Instruction
6145.2	Athletic Competition
6145.2	Athletic Competition
6153	School-Sponsored Trips
6153	School-Sponsored Trips
6163.2	Animals At School
6163.2	Animals At School
7110	Facilities Master Plan

Policy Reference UPDATE Service

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Students

AR 5142(a)

SAFETY

Each principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Release of Students

Students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.

(cf. 5021 - Noncustodial Parents)

2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. The adult is an authorized law enforcement officer acting in accordance with law.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.11 - Questioning and Apprehension)

4. The adult is taking the student to emergency medical care at the request of the principal or designee.

(cf. 5141 - Health Care and Emergencies)

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students when school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, promptly report any such observations to the principal or designee, and file a written report as appropriate.

(cf. 1250 - Visitors/Outsiders)
(cf. 3530 - Risk Management/Insurance)

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Where playground supervision is not otherwise provided, provide for **certificated** employees to supervise the conduct and safety, and direct the play, of **students** who are on school grounds before and after school and during recess and other intermissions (5 CCR 5552)
2. Clearly identify supervision zones on the playground and require all **playground** supervisors to remain outside at a location from which they can observe **their** entire zone of supervision
3. Consider the size of the playground area, the number of areas **that** are not immediately visible, and the age of the students to determine the ratio of **playground** supervisors to students

The Superintendent or designee shall ensure that teachers, teacher aides, **playground** supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts. Such training shall be documented and kept on file.

(cf. 1240 - Volunteer Assistance)
(cf. 3515.2 - Disruptions)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 5131.4 - Student Disturbances)
(cf. 5138 - Conflict Resolution/Peer Mediation)

Student Safety Patrols

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

A school safety patrol shall be composed of students of the school who are selected by the principal and shall serve only with written consent from their parent/guardian. Patrol members shall be at least 10 years old and at least in the fifth grade. (Education Code 49302; 5 CCR 571)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. (Health and Safety Code 115725)

Any playground installed between January 1, 1994, and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. (Health and Safety Code 115725)

Activities with Safety Risks

Because of concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Snow trips
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Other activities determined by the principal to have a high risk to student safety

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6153 - School-Sponsored Trips)

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212)

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee also may provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

(cf. 3260 - Fees and Charges)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.

Exhibit 5145.6-E(1): Parental Notifications

Status:
ADOPTED

Original Adopted Date: 07/01/2020 | Last Revised Date: 03/01/2022

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2021 (AB 128, Ch. 21, Statutes of 2021) ~~2020 (SB 74, Ch. 6, Statutes of 2020)~~ extends the suspension of these requirements through the 2021-22 ~~2020-21~~ fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures as mandated by 5 CCR 4622.

The exhibit does not include other notices that are recommended throughout CSBA's sample policy manual but are not required by law. The district may revise the exhibit to reflect additional notifications provided by the district.

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually			
Beginning of each school year	Education Code 222.5	BP 5146	Rights and options for pregnant and parenting students
Beginning of each school year	Education Code 234.7	BP 0410	Right to a free public education regardless of immigration status or religious beliefs
Beginning of each school year	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
Beginning of each school year	Education Code 17611.5, 17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information, and, if district has no web site and uses certain pesticides, integrated pest management plan
By February 1	Education Code 35256, 35258	BP 0510	School Accountability Report Card provided
Beginning of each school year	Education Code 35291, 48980	AR 5144 AR 5144.1	District and site discipline rules

Beginning of each school year	Education Code 44050	BP 4119.21 4219.21 4319.21	Code of conduct addressing employee interactions with students
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 46010.1	AR 5113	Absence for confidential medical services
Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	District policy authorizing transfer
Beginning of each school year	Education Code 48980	BP 6111	Schedule of minimum days and student-free staff development days
Beginning of each school year	Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8	AR 5145.7	Copy of sexual harassment policy as related to students; contact information for Title IX coordinator
Beginning of each school year	Education Code 48980, 32255-32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	Education Code 48980, 35160.5, 46600-46611, 48204, 48301	BP 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process
Beginning of each school year, if Board allows such absence	Education Code 48980, 46014	AR 5113	Absence for religious exercises or purposes
Beginning of each school year	Education Code 48980, 48205	AR 5113 BP 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205
Beginning of each school year	Education Code 48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	Education Code	BP 5141.31	School immunization program

year	48980, 49403		
Beginning of each school year	Education Code 48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	Education Code 48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 48980, 49471, 49472	BP 5143	Availability of insurance
Beginning of each school year	Education Code 49013; 5 CCR 4622	AR 1312.3 <u>BP 0460</u> <u>BP 3260</u> ,	Uniform complaint procedures available appeals, civil law <u>Remedies, coordinator,</u> <u>complaints about student fees</u> <u>and local control and</u> <u>accountability plan</u>
Beginning of each school year	Education Code 49063	AR 5125 AR 5125.3	Challenge, review, and expunging of records
Beginning of each school year	Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, <u>criteria for defining school</u> <u>officials and to determine</u> <u>legitimate educational interest,</u> <u>categories defined as directory</u> <u>information, disclosures, right</u> <u>to file complaint with U.S.</u> <u>Department of Education,</u> <u>course prospectus availability</u>
Beginning of each school year	Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information
Beginning of each school year and at least one more time during school year using specified methods	Education Code 49428	None	How to access mental health services at school and/or in community
Beginning of each school year	Education Code 49520, 48980;	AR 3553	Eligibility and application process for free and reduced-

	42 USC 1758; 7 CFR 245.5		price meals
Beginning of each school year	Education Code 51513; 20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually	5 CCR 852; Education Code 60615	AR 6162.51	Student's participation in state assessments; option to request exemption from testing
Beginning of each school year, if district receives Title I funds	20 USC 6312; 34 CFR 200.48	BP 4112.2 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
Beginning of each school year	USDA SP-23-2017	AR 3551	District policy on meal payments

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career			
Beginning in grade 7, at least once prior to course selection and career counseling	Education Code 221.5, 48980	BP 6164.2	Course selection and career counseling
Upon a student's enrollment	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
When child first enrolls in a public school, if school offers a fingerprinting program	Education Code 32390, 48980	AR 5142.1	Fingerprinting program
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

II. At Specific Times During the Student's Academic Career (continued)

When participating in driver training courses under the jurisdiction of the district	Education Code 35211	None	Civil liability, insurance coverage
Upon registration in K-6, if students have not previously been transported	Education Code 39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	Education Code 44808.5, 48980	BP 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	Education Code 48980, 51225.3	AR 6146.1	How each graduation requirement does or does not satisfy college entrance a-g course criteria; district CTE courses that satisfy a-g criteria
Upon a student's enrollment	Education Code 49063	AR 5125 AR 5125.3	Specified rights related to student records
When students enter grade 7	Education Code 49452.7	AR 5141.3	Specified information on type 2 diabetes
When in kindergarten, or first grade if not previously enrolled in public school	Education Code 49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

<u>Before grade 12</u>	<u>Education Code</u> <u>51225.8</u>	<u>AR 6143</u>	<u>Completion and submission of</u> <u>FAFSA and CADAA</u>
Beginning of each school year for students in grades 9-12	Education Code 51229, 48980	AR 6143	<u>UC and CSU</u> College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year	Education Code 51938, 48980	AR 6142.1	Sexual health and HIV prevention education, right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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II. At Specific Times During the Student's Academic Career (continued)

Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year	Education Code 60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
By October 15 for students in grade 12	Education Code 69432.9	AR 5121 AR 5125	Forwarding of student's grade point average to Cal Grant program; timeline to opt out
When child is enrolled or reenrolled in a licensed child care center or preschool	Health and Safety Code 1596.7996	AR 5148	Information on risks and effects of lead exposure, blood lead testing
When child is enrolled in kindergarten	Health and Safety Code 124100, 124105	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Request that district not release student's name, address, and

phone number to military recruiters without prior written consent

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur			
In the event of a breach of security of district records, to affected persons	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, contact information for credit reporting agencies
Upon receipt of a complaint alleging discrimination	Education Code 262.3	AR 1312.3	Civil law remedies available to complainants
When determining whether an English learner should be reclassified as fluent English proficient	Education Code 313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	Education Code 313.2, 440; 20 USC 6312	AR 6174	Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program
<u>Prior to implementing alternative schedule</u>	<u>Education Code 46162</u>	<u>BP 6112</u>	<u>Public hearing on alternative schedule in secondary grades</u>
When homeless or foster youth applies for enrollment in before/after school program	Education Code 8483	AR 5148.2	Right to priority enrollment; how to request priority enrollment
Before high school student attends specialized secondary program on a	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural

university campus

safety

At least 72 hours before
use of pesticide product
not included in annual list

Education Code
17612

AR 3514.2

Intended use of pesticide
product

To members of athletic
teams

Education Code
32221.5

AR 5143

Offer of insurance; no-cost and
low-cost program options

Annually to parents/guardians
of student athletes before they
participate in competition

Education Code
33479.3

AR 6145.2

Information on sudden
cardiac arrest

If school has lost its WASC
accreditation status

Education Code
35178.4

BP 6190

Loss of status, potential
consequences

When district has contracted
for electronic products or
services that disseminate advertising

Education Code
35182.5

BP 3312

Advertising will be used in the
classroom or learning
center

At least six months before
implementing uniform policy

Education Code
35183

AR 5132

Dress code policy requiring
schoolwide uniform

Before implementing a
year-round schedule

Education Code
37616

BP 6117

Public hearing on year-round
schedule

When interdistrict transfer
is requested and not approved
or denied within 30 days

Education Code
46601

AR 5117

Appeal process

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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III. When Special Circumstances Occur (continued)

Before early entry to transitional
kindergarten or kindergarten,
if early entry offered

Education Code
48000

AR 5111
AR 6170.1

Effects, advantages and
disadvantages of early entry

When student identified as
being at risk of retention

Education Code
48070.5

AR 5123

Student at risk of
retention

When student excluded due to
quarantine, contagious or
infectious disease, danger to
safety or health

Education Code
48213

AR 5112.2

Student has been excluded
from school

Before already admitted
student is excluded for lack
of immunization

Education Code
48216; 17 CCR
6040

AR 5141.31

Need to submit evidence of
immunization or exemption
within 10 school days; referral
to medical care

When a student is classified as truant	Education Code 48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	Education Code 48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When student requests to voluntarily transfer to continuation school	Education Code 48432.3	AR 6184	Copy of district policy and regulation on continuation education
Prior to involuntary transfer to continuation school	Education Code 48432.5	AR 6184	Right to request meeting prior to involuntary transfer to continuation school
To person holding educational rights, prior to recommending placement of foster youth outside school of origin	Education Code 48853.5	AR 6173.1	Basis for the placement recommendation
When student is removed from class and teacher requires parental attendance at school	Education Code 48900.1	AR 5144.4	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	Education Code 48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	Education Code 48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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III. When Special Circumstances Occur (continued)

When student is released to peace officer	Education Code 48906	BP 5145.11	Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse
At time of suspension	Education Code 48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	Education Code 48911	AR 5144.1	Extension of suspension

At the time a student is assigned to a supervised suspension classroom	Education Code 48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom
Before holding a closed session re: suspension	Education Code 48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	Education Code 48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	Education Code 48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	Education Code 48916	AR 5144.1	Readmission procedures
At least 10 calendar days before expulsion hearing	Education Code 48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	Education Code 48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	Right to request a meeting with principal or designee
One month before the scheduled minimum day	Education Code 48980	BP 6111	When minimum days are scheduled after beginning of the school year
When parents/guardians request guidelines for filing complaint of child abuse at a school site	Education Code 48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	Education Code 49067	AR 5121	Student in danger of failing a course
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

III. When Special Circumstances Occur (continued)

When student transfers from another district or private school into the district	Education Code 49068	AR 5125	Right to receive copy of student's record and <u>a hearing to challenge its content of student's record</u>
When parent/guardian's challenge of student record is	Education Code 49070	AR 5125.3	If board sustains allegations, the correction or destruction

denied and parent/guardian appeals

of record; if denied, right to submit written objection

When district is considering program to gather safety-related information from students' social media activity

Education Code
49073.6

BP 5125

Opportunity for input on proposed program

When district adopts program to gather information from students' social media activity, and annually thereafter

Education Code
49073.6

AR 5125

Information is being gathered, access to records, process for removal or corrections, destruction of records

Within 24 hours of release of information to a judge or probation officer

Education Code
49076

AR 5125

Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

Before release of information pursuant to court order or subpoena

Education Code
49077

AR 5125

Release of information pursuant to court order or subpoena

When screening results in suspicion that student has scoliosis

Education Code
49452.5

AR 5141.3

Scoliosis screening

When test results in discovery of visual or hearing defects

Education Code
49456; 17 CCR
2951

AR 5141.3

Vision or hearing test results

Within 10 days of negative balance in meal account

Education Code
49557.5

AR 3551

Negative balance in meal account; encouragement to apply for free or reduced-price meals

Annually to parents/guardians of student athletes before their first practice or competition

Education Code
49475

AR 6145.2

Information on concussions and head injuries

Annually to parents/guardians of student athletes

Education Code
49476

AR 6145.2

Opioid fact sheet

**When to
Notify**

**Education or
Other Legal
Code**

**Board Policy/
Administrative
Regulation #**

Subject

III. When Special Circumstances Occur (continued)

Within 30 days of foster youth, homeless youth, former juvenile court school student,

Education Code
51225.1

BP 6146.1
AR 6173
AR 6173.1

Exemption from local graduation requirements, effect on college admission, option

child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12		AR 6173.3 AR 6175	for fifth year of high school, <u>transfer opportunities through California Community Colleges</u>
Before any test/survey questioning personal beliefs	Education Code 51513	AR 5022	Permission for test, survey questioning personal beliefs
At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year	Education Code 51938	AR 6142.1	Instruction in HIV prevention or sexual health by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	Education Code 51938	AR 5022	Notice that the survey will be administered
Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	Education Code 52164.1, 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency
When migrant education program is established	Education Code 54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857; <u>22 CCR 101218.1</u>	AR 5148	Parent/guardian right to enter and inspect facility and other rights as specified
When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead	Health and Safety Code 1597.16	AR 5148	The requirement to test the facility, and the results of the test
When district receives Tobacco-Use Prevention Education Funds	Health and Safety Code 104420	AR 3513.3	The district's tobacco-free schools policy and enforcement procedures
When testing by community water system finds presence of lead exceeding specified level	Health and Safety Code 116277	AR 3514	Elevated lead level at school
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

III. When Special Circumstances Occur (continued)

When sharing student immunization information with an immunization system	Health and Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
At least 14 days prior to sex offender coming on campus as volunteer	Penal Code 626.81	AR 1240 BP 1250	Dates and times permission granted; obtaining information from law enforcement
When hearing is requested by person asked to leave	Penal Code 627.5	AR 3515.2	Notice of hearing
When responding to complaint re: discrimination, special education, or noncompliance with law	5 CCR 4631	AR 1312.3	Findings, disposition of complaint, any corrective actions, appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies regarding excused and unexcused absences
Within 30 days of application for subsidized child care or preschool services	5 CCR 18094, 18118	AR 5148 AR 5148.3	Approval or denial of services
<u>At least 14 days before change in service or other intended action,</u> upon recertification or update of application for child care or preschool services	5 CCR 18095, 18119	AR 5148 AR 5148.3	Any change in service, such as in fees, amount of service, termination of service
Upon child's enrollment in child care program	5 CCR 18114	AR 5148	Policy on fee collection
When payment of child care fees is seven days late	5 CCR 18114	AR 5148	Notice of delinquent fees
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
For districts receiving Title I funds, when child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught	20 USC 6312	AR 4112.2	Timely notice to parent/ guardian of child's assignment

Education or

Board Policy/

When to Notify	Other Legal Code	Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children	20 USC 7704; 34 CFR 222.94	AR 3231	Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Need to submit verification information; any subsequent change in benefits; appeals
When student is homeless or unaccompanied minor	42 USC 11432; Education Code 48852.5	AR 6173	Educational and related opportunities; transportation services; placement decision and right to appeal; <u>duties of district liaison; public notice</u>
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	<u>Right to receive review-records and an opportunity for hearing upon request</u>
When student complains of sexual harassment	34 CFR 106.44, 106.45	AR 5145.7	Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable
When district receives federal funding assistance for nutrition program	USDA FNS Instruction 113-1	BP 3555	Rights and responsibilities, nondiscrimination policy, complaint procedures

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. Special Education Notices			
Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415(d); 34 CFR 300.502, 300.503	BP 6159.1 AR 6159.1 AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards
Before functional behavioral assessment begins	Education Code 56321	AR 6159.4	Notification and consent
24 hours before IEP when district intending to record	Education Code 56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent/guardian to attend IEP meeting	Education Code 56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate
When parent/guardian orally requests review of IEP	Education Code 56343.5	AR 6159	Need for written request
Within one school day of emergency intervention or serious property damage	Education Code 56521.1	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
Upon filing of state complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
When disciplinary measures are taken or change in placement	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Student's name, address, school, description of problem, proposed resolution

Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities , district actions, procedural safeguards
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When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. Classroom/Facility Notices			
<u>In all district schools and offices, including staff lounges and student government meeting rooms</u>	<u>Education Code 234.1</u>	<u>AR 1312.3</u>	<u>Uniform complaint procedures board policy and administrative regulation</u>
In each classroom used for license-exempt California State Preschool Program	Education Code <u>82128235.5</u>	AR 1312.3 E 1312.3	Health and safety requirements for preschool programs; where to get complaint form
In each classroom in each school	Education Code 35186	AR 1312.4 E 1312.4	Complaints subject to Williams uniform complaint procedures
<u>In a licensed child care and development center at a location accessible to parents/guardians</u>	<u>Health and Safety Code 1596.857</u>	<u>AR 5148</u>	<u>Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility</u>

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	Description
17 CCR 2950-2951	Hearing tests
17 CCR 6000-6075	School attendance immunization requirements
5 CCR 11303	Reclassification of English learners
5 CCR 11511.5	English language proficiency assessment; test results
5 CCR 11523	Notice of proficiency examinations

5 CCR 18066	Child care policies regarding excused and unexcused absences
5 CCR 18094-18095	Notice of Action; child care services
5 CCR 18114	Notice of delinquent fees; child care services
5 CCR 18118-18119	Notice of Action; child care services
5 CCR 3052	Behavioral intervention
5 CCR 4622	Uniform complaint procedures
5 CCR 4631	Uniform complaint procedures; notification of decision and right to appeal
5 CCR 4702	Student transfer from school identified under Open Enrollment Act
5 CCR 4917	Notification of sexual harassment policy
5 CCR 852	Exemptions from state assessments
5 CCR 863	Reports of state assessment results
<u>22 CCR 101218.1</u>	<u>Child care licensing; parent/guardian rights</u>
Civ. Code 1798.29	District records, specifically - breach of security
Ed. Code 17288	Building standards for university campuses
Ed. Code 17611.5-17612	Notification of pesticide use
Ed. Code 221.5	Equal opportunity
Ed. Code 231.5	Sexual harassment policy
<u>Ed. Code 234.1</u>	<u>Student protections relating to discrimination, harassment, intimidation, and bullying</u>
Ed. Code 234.7	Student protections relating to immigration and citizenship status
Ed. Code 262.3	Appeals for discrimination complaints; information regarding availability of civil remedies
Ed. Code 310	Language acquisition programs
Ed. Code 313	Reclassification of English learners, parental consultation
Ed. Code 313.2	Long-term English learner, notification
<u>Ed. Code 8212</u>	<u>Health and safety requirement for preschool programs; complaint forms</u>

Ed. Code 32221.5	Insurance for athletic team members
Ed. Code 32255-32255.6	Student's right to refrain from harmful or destructive use of animals
Ed. Code 32390	Voluntary program for fingerprinting students
Ed. Code 33479- <u>33479.9</u>	The Eric Paredes Sudden Cardiac Arrest Prevention Act
Ed. Code 35160.5	Extracurricular and cocurricular activities
Ed. Code 35178.4	Notice of accreditation status
Ed. Code 35182.5	Advertising in the classroom
Ed. Code 35183	School dress code; uniforms
Ed. Code 35186	Complaints concerning deficiencies in instructional materials and facilities
Ed. Code 35211	Driver training; district insurance, parent/guardian liability
Ed. Code 35256	School Accountability Report Card
Ed. Code 35258	School Accountability Report Card
Ed. Code 35291	Rules for student discipline
Ed. Code 37616	Consultation regarding year-round schedule
Ed. Code 39831.5	School bus rider rules and information
Ed. Code 440	English language proficiency assessment; instruction in English language development
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44808.5	Permission to leave school grounds
Ed. Code 46010.1	Notice regarding excuse to obtain confidential medical services
Ed. Code 46014	Regulations regarding absences for religious purposes
<u>Ed. Code 46162</u>	<u>Alternative schedule for junior high and high school; public hearing with notice</u>
Ed. Code 46600-46611	Interdistrict attendance agreements
Ed. Code 48000	Minimum age of admission
Ed. Code 48070.5	Promotion and retention of students
Ed. Code 48204	Residency requirements

Ed. Code 48205	Absence for personal reasons
Ed. Code 48206.3	Students with temporary disabilities; individual instruction; definitions
Ed. Code 48207-48208	Students with temporary disabilities in hospitals
Ed. Code 48213	Prior notice of exclusion from attendance
Ed. Code 48216	Immunization
Ed. Code 48260.5	Notice regarding truancy
Ed. Code 48262	Need for parent conference regarding truancy
Ed. Code 48263	Referral to school attendance review board or probation department
Ed. Code 48301	Interdistrict transfers
Ed. Code 48350-48361	Open Enrollment Act
Ed. Code 48354	Option to transfer from school identified under Open Enrollment Act
Ed. Code 48357	Status of application for transfer from school identified under Open Enrollment Act
Ed. Code 48412	Certificate of proficiency
Ed. Code 48432.3	Voluntary enrollment in continuation education
Ed. Code 48432.5	Involuntary transfers of students
Ed. Code 48850-48859	Education of foster youth and homeless students
Ed. Code 48900.1	Parental attendance required after suspension
Ed. Code 48904	Liability of parent/guardian for willful student misconduct
Ed. Code 48904.3	Withholding grades, diplomas, or transcripts
Ed. Code 48906	Notification of release of student to peace officer
Ed. Code 48911	Notification in case of suspension
Ed. Code 48911.1	Assignment to supervised suspension classroom
Ed. Code 48912	Closed sessions; consideration of suspension
Ed. Code 48915.1	Expelled students; enrollment in another district
Ed. Code 48916	Readmission procedures
Ed. Code 48918	Rules governing expulsion procedures

Ed. Code 48929	Transfer of student convicted of violent felony or misdemeanor
Ed. Code 48980	Required notification at beginning of term
Ed. Code 48980.3	Notification of pesticide use
Ed. Code 48981	Time and means of notification
Ed. Code 48982	Parent signature acknowledging receipt of notice
Ed. Code 48983	Contents of notice
Ed. Code 48984	Activities prohibited unless notice given
Ed. Code 48985	Notices to parents in language other than English
Ed. Code 48987	Child abuse information
Ed. Code 49013	Use of uniform complaint procedures for complaints regarding student fees
Ed. Code 49063	Notification of parental rights
Ed. Code 49067	Student evaluation; student in danger of failing course
Ed. Code 49068	Transfer of permanent enrollment and scholarship record
Ed. Code 49069	Absolute right to access
Ed. Code 49070	Challenging content of student record
Ed. Code 49073	Release of directory information
Ed. Code 49073.6	Student records; social media
Ed. Code 49076	Access to student records
Ed. Code 49077	Access to information concerning a student in compliance with court order
Ed. Code 49403	Cooperation in control of communicable disease and immunizations
Ed. Code 49423	Administration of prescribed medication for student
Ed. Code 49451	Physical examinations: parent's refusal to consent
Ed. Code 49452.5	Screening for scoliosis
Ed. Code 49452.7	Information on type 2 diabetes
Ed. Code 49452.8	Oral health assessment
Ed. Code 49456	Results of vision or hearing test

Ed. Code 49471-49472	Insurance
Ed. Code 49475	Student athletes; concussions and head injuries
Ed. Code 49480	Continuing medication regimen for nonepisodic conditions
Ed. Code 49510-49520	Duffy-Moscone Family Nutrition Education and Services Act of 1970
Ed. Code 49557.5	Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account
Ed. Code 51225.1	Exemption from district graduation requirements
Ed. Code 51225.2	Course credits; foster youth, homeless youth, former juvenile court school students and military-connected students
Ed. Code 51225.3	Graduation requirements; courses that satisfy college entrance criteria
<u>Ed. Code 51225.8</u>	<u>Completion and submission of FAFSA and CADAA</u>
Ed. Code 51229	Course of study for grades 7-12
Ed. Code 51513	Personal beliefs; privacy
Ed. Code 51938	HIV/AIDS and sexual health instruction
Ed. Code 52164	Language census
Ed. Code 52164.1	Census-taking methods; determination of primary language; assessment of language skills
Ed. Code 52164.3	Reassessment of English learners; notification of results
Ed. Code 54444.2	Migrant education programs; parent involvement
Ed. Code 56301	Child-find system; policies regarding written notification rights
Ed. Code 56321	Special education: proposed assessment plan
Ed. Code 56321.5-56321.6	Notice of parent rights pertaining to special education
Ed. Code 56329	Written notice of right to findings; independent assessment
Ed. Code 56341.1	Development of individualized education program; right to audio record meeting
Ed. Code 56341.5	Individualized education program team meetings
Ed. Code 56343.5	Individualized education program meetings
Ed. Code 56521.1	Behavioral intervention

Ed. Code 58501	Alternative schools; notice required prior to establishment
Ed. Code 60615	Exemption from state assessment
Ed. Code 60641	California Assessment of Student Performance and Progress
Ed. Code 69432.9	Submission of grade point average to Cal Grant program
Ed. Code 8483	Before/after school program; enrollment priorities
H&S Code 104420	Tobacco use prevention
H&S Code 104855	Availability of topical fluoride treatment
H&S Code 116277	Lead testing of school drinking water
H&S Code 120365-120375	Immunizations
H&S Code 120440	Sharing immunization information
H&S Code 124100-124105	Health screening and immunizations
H&S Code 1596.857	Right to enter child care facility
Pen. Code 626.81	Notice of permission granted to sex offender to volunteer on campus
Pen. Code 627.5	Hearing request following denial or revocation of registration
Federal	Description
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1232h	Privacy rights
20 USC 1415	Procedural safeguards
20 USC 6311	State plan
20 USC 6312	Local educational agency plan
20 USC 6318	Parent and family engagement
20 USC 7908	Armed forces recruiter access to students
34 CFR 104.32	District responsibility to provide free appropriate public education
34 CFR 104.36	Procedural safeguards
34 CFR 104.8	Nondiscrimination
34 CFR 106.9	Notification of nondiscrimination on basis of sex
34 CFR 200.48	Teacher qualifications
34 CFR 300.300	Parent consent for special education evaluation

34 CFR 300.322	Parent participation in IEP team meetings
34 CFR 300.502	Independent educational evaluation of student with disability
34 CFR 300.503	Prior written notice regarding identification, evaluation, or placement of student with disability
34 CFR 300.504	Procedural safeguards notice for students with disabilities
34 CFR 300.508	Due process complaint
34 CFR 300.530	Discipline procedures
34 CFR 99.30	Disclosure of personally identifiable information
34 CFR 99.34	Student records, disclosure to other educational agencies
34 CFR 99.37	Disclosure of directory information
34 CFR 99.7	Student records, annual notification
40 CFR 763.84	Asbestos inspections, response actions and post-response actions
40 CFR 763.93	Asbestos management plans
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 1758	Child nutrition programs
7 CFR 245.5	Eligibility criteria for free and reduced-price meals
7 CFR 245.6a	Verification of eligibility for free and reduced-price meals

Management Resources

U.S. Department of Agriculture
Publication

U.S. Department of Agriculture
Publication

Website

Description

Civil Rights Compliance and Enforcement -- Nutrition
Programs and Services, FNS Instruction 113-1, 2005

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017,
March 2017

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

Cross References

Code

0410

0460

0460

0510

Description

Nondiscrimination In District Programs And Activities

Local Control And Accountability Plan

Local Control And Accountability Plan

School Accountability Report Card

1240	Volunteer Assistance
1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
3231	Impact Aid
3260	Fees And Charges
3260	Fees And Charges
3312	Contracts
3513.3	Tobacco-Free Schools
3513.3	Tobacco-Free Schools
3514	Environmental Safety
3514	Environmental Safety
3514.2	Integrated Pest Management
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3543	Transportation Safety And Emergencies
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
3555	Nutrition Program Compliance
3555-E(1)	Nutrition Program Compliance
3580	District Records
3580	District Records
4112.2	Certification
4112.2	Certification
4219.21	Professional Standards

4219.21-E(1)	Professional Standards
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
5000	Concepts And Roles
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5022	Student And Family Privacy Rights
5022	Student And Family Privacy Rights
5030	Student Wellness
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5112.2	Exclusions From Attendance
5112.5	Open/Closed Campus
5113	Absences And Excuses
5113	Absences And Excuses
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5116.1	Intradistrict Open Enrollment
5116.1	Intradistrict Open Enrollment
5116.2	Involuntary Student Transfers
5117	Interdistrict Attendance
5117	Interdistrict Attendance
5119	Students Expelled From Other Districts
5123	Promotion/Acceleration/Retention
5123	Promotion/Acceleration/Retention

5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5125.2	Withholding Grades, Diploma Or Transcripts
5125.3	Challenging Student Records
5131.61	Drug Testing
5132	Dress And Grooming
5132	Dress And Grooming
5141.21	Administering Medication And Monitoring Health Conditions
5141.21	Administering Medication And Monitoring Health Conditions
5141.3	Health Examinations
5141.3	Health Examinations
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services
5141.6	School Health Services
5142.1	Identification And Reporting Of Missing Children
5143	Insurance
5143	Insurance
5144	Discipline
5144	Discipline
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5144.4	Required Parental Attendance

5144.4	Required Parental Attendance
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.7	Sexual Harassment
5145.7	Sexual Harassment
5145.8	Refusal To Harm Or Destroy Animals
5146	Married/Pregnant/Parenting Students
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6020	Parent Involvement
6020	Parent Involvement
6111	School Calendar
<u>6112</u>	<u>School Day (BP and AR)</u>
6117	Year-Round Schedules
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.1	Sexual Health And HIV/AIDS Prevention Instruction
6142.2	World Language Instruction
6142.2	World Language Instruction
6143	Courses Of Study
6143	Courses Of Study
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.1	High School Graduation Requirements
6146.1	High School Graduation Requirements
6146.2	Certificate Of Proficiency/High School Equivalency

6146.2	Certificate Of Proficiency/High School Equivalency
6146.2-E(1)	Certificate Of Proficiency/High School Equivalency
6154	Homework/Makeup Work
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.4	Behavioral Interventions For Special Education Students
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.8	Research
6162.8	Research
6164.2	Guidance/Counseling Services
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.4	Identification And Evaluation Of Individuals For Special Education
6164.6	Identification And Education Under Section 504
6164.6	Identification And Education Under Section 504
<u>6170.1</u>	<u>Transitional Kindergarten (BP)</u>
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E(1)	Education For Homeless Children
6173-E(2)	Education For Homeless Children
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6173.3	Education For Juvenile Court School Students
6175	Migrant Education Program
6175	Migrant Education Program

6178	Career Technical Education
6178	Career Technical Education
6181	Alternative Schools/Programs Of Choice
6181	Alternative Schools/Programs Of Choice
6183	Home And Hospital Instruction
6184	Continuation Education
6184	Continuation Education
6190	Evaluation Of The Instructional Program
9310	Board Policies

Students

E 5145.6(a)

PARENTAL NOTIFICATIONS

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2020 (SB 74, Ch. 6, Statutes of 2020) extends the suspension of these requirements through the 2020-21 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures as mandated by 5 CCR 4622.

The exhibit does not include other notices that are recommended throughout CSBA's sample policy manual but are not required by law. The district may revise the exhibit to reflect additional notifications provided by the district.

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually			
Beginning of each school year	Education Code 222.5	BP 5146	Rights and options for pregnant and parenting students
Beginning of each school year	Education Code 234.7	BP 0410	Right to a free public education regardless of immigration status or religious beliefs
Beginning of each school year	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
Beginning of each school year	Education Code 17611.5, 17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information, and, if district has no web site and uses certain pesticides, integrated pest management plan
By February 1	Education Code 35256, 35258	BP 0510	School Accountability Report Card provided
Beginning of each school year	Education Code 35291, 48980	AR 5144 AR 5144.1	District and site discipline rules

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 44050	BP 4119.21 4219.21 4319.21	Code of conduct addressing employee interactions with students
Beginning of each school year	Education Code 46010.1	AR 5113	Absence for confidential medical services
Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	District policy authorizing transfer
Beginning of each school year	Education Code 48980	BP 6111	Schedule of minimum days and student-free staff development days
Beginning of each school year	Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8	AR 5145.7	Copy of sexual harassment policy as related to students; contact information for Title IX coordinator
Beginning of each school year	Education Code 48980, 32255-32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	Education Code 48980, 35160.5, 46600-46611, 48204, 48301	BP 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process
Beginning of each school year, if Board allows such absence	Education Code 48980, 46014	AR 5113	Absence for religious exercises or purposes
Beginning of each school year	Education Code 48980, 48205	AR 5113 BP 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	Education Code 48980, 49403	BP 5141.31	School immunization program
Beginning of each school year	Education Code 48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	Education Code 48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	Education Code 48980, 49471, 49472	BP 5143	Availability of insurance
Beginning of each school year	Education Code 49013; 5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies
Beginning of each school year	Education Code 49063	AR 5125 AR 5125.3	Challenge, review, and expunging of records
Beginning of each school year	Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability
Beginning of each school year	Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information
Beginning of each school year and at least one more time during school year using specified methods	Education Code 49428	None	How to access mental health services at school and/or in community

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Eligibility and application process for free and reduced-price meals
Beginning of each school year	Education Code 51513; 20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures
Beginning of each school year	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually	5 CCR 852; Education Code 60615	AR 6162.51	Student's participation in state assessments; option to request exemption from testing
Beginning of each school year, if district receives Title I funds	20 USC 6312; 34 CFR 200.48	BP 4112.2 AR 4222	Right to request information re: professional qualifications of child's teacher and paraprofessional
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	USDA SP-23-2017	AR 3551	District policy on meal payments
II. At Specific Times During the Student's Academic Career			
Beginning in grade 7, at least once prior to course selection and career counseling	Education Code 221.5, 48980	BP 6164.2	Course selection and career counseling
Upon a student's enrollment	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
When child first enrolls in a public school, if school offers a fingerprinting program	Education Code 32390, 48980	AR 5142.1	Fingerprinting program
When participating in driver training courses under the jurisdiction of the district	Education Code 35211	None	Civil liability, insurance coverage
Upon registration in K-6, if students have not previously been transported	Education Code 39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	Education Code 44808.5, 48980	BP 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	Education Code 48980, 51225.3	AR 6146.1	How each graduation requirement does or does not satisfy college entrance a-g course criteria; district CTE courses that satisfy a-g criteria
Upon a student's enrollment	Education Code 49063	AR 5125 AR 5125.3	Specified rights related to student records
When students enter grade 7	Education Code 49452.7	AR 5141.3	Specified information on type 2 diabetes

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career (continued)			
When in kindergarten, or first grade if not previously enrolled in public school	Education Code 49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights
Beginning of each school year for students in grades 9-12	Education Code 51229, 48980	AR 6143	College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year	Education Code 51938, 48980	AR 6142.1	Sexual health and HIV prevention education, right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year	Education Code 60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
By October 15 for students in grade 12	Education Code 69432.9	AR 5121 AR 5125	Forwarding of student's grade point average to Cal Grant program; timeline to opt out
When child is enrolled or reenrolled in a licensed child care center or preschool	Health and Safety Code 1596.7996	AR 5148	Information on risks and effects of lead exposure, blood lead testing
When child is enrolled in kindergarten	Health and Safety Code 124100, 124105	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career (continued)			
To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Request that district not release student's name, address, and phone number to military recruiters without prior written consent
III. When Special Circumstances Occur			
In the event of a breach of security of district records, to affected persons	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, contact information for credit reporting agencies
Upon receipt of a complaint alleging discrimination	Education Code 262.3	AR 1312.3	Civil law remedies available to complainants
When determining whether an English learner should be reclassified as fluent English proficient	Education Code 313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate
When student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	Education Code 313.2, 440; 20 USC 6312	AR 6174	Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program
When homeless or foster youth applies for enrollment in before/after school program	Education Code 8483	AR 5148.2	Right to priority enrollment; how to request priority enrollment
Before high school student attends specialized secondary program on a university campus	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural safety
At least 72 hours before use of pesticide product not included in annual list	Education Code 17612	AR 3514.2	Intended use of pesticide product

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
To members of athletic teams	Education Code 32221.5	AR 5143	Offer of insurance; no-cost and low-cost program Options
Annually to parents/guardians of student athletes before they participate in competition	Education Code 33479.3	AR 6145.2	Information on sudden cardiac arrest
If school has lost its WASC accreditation status	Education Code 35178.4	BP 6190	Loss of status, potential consequences
When district has contracted for electronic products or services that disseminate advertising	Education Code 35182.5	BP 3312	Advertising will be used in the classroom or learning center
At least six months before implementing uniform policy	Education Code 35183	AR 5132	Dress code policy requiring schoolwide uniform
Before implementing a year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	Education Code 46601	AR 5117	Appeal process
Before early entry to kindergarten, if offered	Education Code 48000	AR 5111	Effects, advantages and disadvantages of early entry
When student identified as being at risk of retention	Education Code 48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	Education Code 48213	AR 5112.2	Student has been excluded from school
Before already admitted student is excluded for lack of immunization	Education Code 48216; 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
When a student is classified as truant	Education Code 48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When a truant is referred to a SARB or probation department	Education Code 48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When student requests to voluntarily transfer to continuation school	Education Code 48432.3	AR 6184	Copy of district policy and regulation on continuation education
Prior to involuntary transfer to continuation school	Education Code 48432.5	AR 6184	Right to request meeting prior to involuntary transfer to continuation school
To person holding educational rights, prior to recommending placement of foster youth outside school of origin	Education Code 48853.5	AR 6173.1	Basis for the placement recommendation
When student is removed from class and teacher requires parental attendance at school	Education Code 48900.1	AR 5144.4	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	Education Code 48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	Education Code 48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts
When student is released to peace officer	Education Code 48906	BP 5145.11	Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse
At time of suspension	Education Code 48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	Education Code 48911	AR 5144.1	Extension of suspension
At the time a student is assigned to a supervised suspension classroom	Education Code 48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
Before holding a closed session re: suspension	Education Code 48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	Education Code 48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	Education Code 48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	Education Code 48916	AR 5144.1	Readmission procedures
At least 10 calendar days before expulsion hearing	Education Code 48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	Education Code 48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	Right to request a meeting with principal or designee
One month before the scheduled minimum day	Education Code 48980	BP 6111	When minimum days are scheduled after beginning of the school year
When parents/guardians request guidelines for filing complaint of child abuse at a school site	Education Code 48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	Education Code 49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	Education Code 49068	AR 5125	Right to receive copy of student's record and to challenge its content

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When parent/guardian's challenge of student record is denied and parent/guardian appeals	Education Code 49070	AR 5125.3	If board sustains allegations, the correction or destruction of record; if denied, right to submit written objection
When district is considering program to gather safety-related information from students' social media activity	Education Code 49073.6	BP 5125	Opportunity for input on proposed program
When district adopts program to gather information from students' social media activity, and annually thereafter	Education Code 49073.6	AR 5125	Information is being gathered, access to records, process for removal or corrections, destruction of records
Within 24 hours of release of information to a judge or probation officer	Education Code 49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	Education Code 49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	Education Code 49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	Education Code 49456; 17 CCR 2951	AR 5141.3	Vision or hearing test results
Within 10 days of negative balance in meal account	Education Code 49557.5	AR 3551	Negative balance in meal account; encouragement to apply for free or reduced-price meals
Annually to parents/guardians of student athletes before their first practice or competition	Education Code 49475	AR 6145.2	Information on concussions and head injuries
Annually to parents/guardians of student athletes	Education Code 49476	AR 6145.2	Opioid fact sheet

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
Within 30 days of foster youth, homeless youth, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12	Education Code 51225.1	BP 6146.1 AR 6173 AR 6173.1 AR 6173.3 AR 6175	Exemption from local graduation requirements, effect on college admission, option for fifth year of high school
Before any test/survey questioning personal beliefs	Education Code 51513	AR 5022	Permission for test, survey questioning personal beliefs
At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year	Education Code 51938	AR 6142.1	Instruction in HIV prevention or sexual health by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	Education Code 51938	AR 5022	Notice that the survey will be administered
Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	Education Code 52164.1, 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency
When migrant education program is established	Education Code 54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health and Safety Code 1596.857	AR 5148	Parent/guardian right to enter facility
When a licensed child care center has a building constructed before January 1, 2010 and has drinking water tested for lead	Health and Safety Code 1597.16	AR 5148	The requirement to test the facility, and the results of the test
When district receives Tobacco-Use Prevention Education Funds	Health and Safety Code 104420	AR 3513.3	The district's tobacco-free schools policy and enforcement procedures

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When testing by community water system finds presence of lead exceeding specified level	Health and Safety Code 116277	AR 3514	Elevated lead level at school
When sharing student immunization information with an immunization system	Health and Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
At least 14 days prior to sex offender coming on campus as volunteer	Penal Code 626.81	AR 1240 BP 1250	Dates and times permission granted; obtaining information from law enforcement
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
When responding to complaint re: discrimination, special education, or noncompliance with law	5 CCR 4631	AR 1312.3	Findings, disposition of complaint, any corrective actions, appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies regarding excused and unexcused absences
Within 30 days of application for subsidized child care or preschool services	5 CCR 18094, 18118	AR 5148 AR 5148.3	Approval or denial of services
Upon recertification or update of application for child care or preschool services	5 CCR 18095, 18119	AR 5148 AR 5148.3	Any change in service, such as in fees, amount of service, termination of service
Upon child's enrollment in child care program	5 CCR 18114	AR 5148	Policy on fee collection
When payment of child care fees is seven days late	5 CCR 18114	AR 5148	Notice of delinquent fees
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
For districts receiving Title I funds, when child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught	20 USC 6312	AR 4112.2	Timely notice to parent/guardian of child's assignment
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
When district receives Impact Aid funds for students residing on Indian lands, to parents/guardians of Indian children	20 USC 7704; 34 CFR 222.94	AR 3231	Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Need to submit verification information; any subsequent change in benefits; appeals
When student is homeless or unaccompanied minor	42 USC 11432; Education Code 48852.5	AR 6173	Educational and related opportunities; transportation services; placement decision and right to appeal
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records
When student complains of sexual harassment	34 CFR 106.44, 106.45	AR 5145.7	Right to file formal complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When district receives federal funding assistance for nutrition program	USDA FNS Instruction 113-1	BP 3555	Rights and responsibilities, nondiscrimination Policy, complaint procedures
IV. Special Education Notices			
Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415(d); 34 CFR 300.502, 300.503	BP 6159.1 AR 6159.1 AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards
Before functional behavioral assessment begins	Education Code 56321	AR 6159.4	Notification and consent
24 hours before IEP when district intending to record	Education Code 56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent/guardian to attend IEP meeting	Education Code 56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate
When parent/guardian orally requests review of IEP	Education Code 56343.5	AR 6159	Need for written request
Within one school day of emergency intervention or serious property damage	Education Code 56521.1	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
Upon filing of state complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
When disciplinary measures are taken or change in placement	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice

PARENTAL NOTIFICATIONS (continued)

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. Special Education Notices (continued)			
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Student's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities, district actions, procedural safeguards
V. Classroom Notices			
In each classroom used for license-exempt California State Preschool Program	Education Code 8235.5	AR 1312.3 E 1312.3	Health and safety requirements for preschool programs; where to get complaint form
In each classroom in each school	Education Code 35186	AR 1312.4 E 1312.4	Complaints subject to Williams uniform complaint procedures

CSBA Sample

Board Policy

Students

BP 5148(a)

CHILD CARE AND DEVELOPMENT

Note: The following **optional** policy may be revised to reflect the type(s) of child care and development programs offered by the district.

The Child Care and Development Services Act (~~Education Code 8200-8499.10~~ **Welfare and Institutions Code 10207-10490**) establishes a variety of child care programs including resource and referral programs (~~Education Code 8210-8216~~ **Welfare and Institutions Code 10217-10224.5**; 5 CCR 18240-18248), alternative payment programs (~~Education Code 8220-8227.7~~ **Welfare and Institutions Code 10225-10234**; 5 CCR 18220-18231), migrant child care and development programs (~~Education Code 8230-8233~~ **Welfare and Institutions Code 10235-10238**), general child care and development programs (~~Education Code 8240-8244~~ **Welfare and Institutions Code 10240-10243**), and programs for children with special needs (**Welfare and Institutions Code 10260-10263** ~~Education Code 8250-8252~~).

Pursuant to Welfare and Institutions Code 10200-10206, ~~as added by SB 98 (Ch. 24, Statutes of 2020)~~, effective July 1, 2021, the state's responsibility for administering these programs ~~will transfer~~ **transferred** from the California Department of Education (CDE) to the California Department of Social Services (CDSS). **AB 131 (Ch. 116, Statutes of 2021) repeals the statutes governing such programs from the Education Code and reenacts them in the Welfare and Institutions Code. Pursuant to Welfare and Institutions Code 10205, all existing regulations relating to child care programs that have been adopted by CDE are expressly continued in force, unless they conflict with law.**

Education Code 8207, as added by AB 131, clarifies that the Superintendent of Public Instruction (SPI) and CDE retain administrative supervision of the California State Preschool Program (CSPP).

For requirements pertaining to before-school and after-school programs, including the After-School Education and Safety program (Education Code 8482-8484.65) and 21st Century Community Learning Centers (Education Code 8484.7-8484.8), see BP/AR 5148.2 - Before/After School Programs. **For requirements pertaining to preschool programs for children ages 3-4 pursuant to the CSPP, as amended by AB 130 (Ch. 44, Statutes of 2021) and AB 131, The California State Preschool Program (Education Code 8235-8239 8200-8340) for children ages 3-4 is addressed in see BP/AR 5148.3 - Preschool/Early Childhood Education.**

The Governing Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6175 - Migrant Education Program)

The Board shall enter into a contract with the California Department of Social Services (CDSS) for the provision of child care and development services by the district.

(cf. 3312 - Contracts)

CHILD CARE AND DEVELOPMENT (continued)

Note: The following **optional** paragraph may be revised to reflect district practice. **Welfare and Institutions Code 10480-10487, as amended and renumbered by AB 131, Education Code 8499-8499.7** establish county-level child care and development planning councils, with members selected by the County Board of Supervisors and County Superintendent of Schools, to identify local priorities for child care and to develop policies to meet identified needs.

The district shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and supply information about child care options.

(cf. 1020 - Youth Services)

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

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

Note: Pursuant to 5 CCR 18271, the district must have a written philosophical statement, goals, and objectives, approved by the Governing Board, which address each program component specified in 5 CCR 18272-18281. See the accompanying administrative regulation for required program components.

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

Note: AB 131 allocates additional funds to provide subsidized child care programs with COVID-19 pandemic-related assistance. To receive the additional funding, a child care program that is funded to be operational, but which is physically closed by local or state public health order or guidance due to the COVID-19 pandemic, is required to provide distance learning services as specified by CDSS.

When a district child care program is physically closed by local or state public health order due to the COVID-19 pandemic, the district shall provide distance learning when required to do so as a condition of funding or when required by law.

Eligibility and Enrollment

Note: Pursuant to 5 CCR 18105, districts contracting to offer child care services are **mandated** to develop written admissions policies and procedures that conform to **the** requirements of 22 CCR 101218, as provided below. See the accompanying administrative regulation for additional language that fulfills this mandate.

CHILD CARE AND DEVELOPMENT (continued)

Child care admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and health examination requirements. (5 CCR 18105; 22 CCR 101218)

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

(cf. 3540 - Transportation)

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Note: ~~Education Code 8263~~ **Welfare and Institutions Code 10271** and 5 CCR 18106 establish eligibility criteria and priorities for subsidized child care services, as provided below and in the accompanying administrative regulation.

Eligibility is generally limited to children who reside within district boundaries. However, **Welfare and Institutions Code 10332** ~~Education Code 8322~~ and 5 CCR 18107 authorize the Board to enter into an agreement with the boards of other districts to serve children who reside within those districts. The district may revise the following paragraph to reflect any such agreement approved by the Board.

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and in accordance with ~~shall establish enrollment priorities specified in accordance with Education Code 8263~~ **Welfare and Institutions Code 10271** and 5 CCR 18106.

Note: The following paragraph is **optional** and may be revised to reflect any district-established priorities for nonsubsidized services.

To the extent that space is available after the enrollment of children who are eligible for subsidized services, priority for admissions shall be given to district students, children of district students, and children of district employees.

Note: Pursuant to Education Code 48000, as amended by AB 130, a child's eligibility for transitional kindergarten enrollment may not impact family eligibility for a preschool or childcare program.

A child's eligibility for transitional kindergarten enrollment shall not impact family eligibility for a childcare or preschool program. (Education Code 48000)

(cf. 5111.1 - District Residency)

(cf. 5146 - Married/Pregnant/Parenting Students)

CHILD CARE AND DEVELOPMENT (continued)

Staffing

Note: The Commission on Teacher Credentialing issues permits for child development program directors, site supervisors, master teachers, teachers, associate teachers, and assistants pursuant to criteria established in ~~Education Code 8360-8370~~ **Welfare and Institutions Code 10380 - 10387.5** and 5 CCR 80105-80125. The district may request a waiver of the qualification requirements for a site supervisor upon demonstration of a compelling need, in accordance with ~~Education Code 8208(aa)~~ **Welfare and Institutions Code 10213.5** and 5 CCR 18295.

Health and Safety Code 1596.7995 requires that employees and volunteers at a day care center be immunized against influenza, pertussis, and measles, with specified exemptions. In addition, Health and Safety Code 1597.055 requires that teachers in a day care center obtain a tuberculosis clearance. See the accompanying administrative regulation.

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.2 - Certification)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Facilities

Note: **Optional** items #1-5 below present examples of methods that may be used to provide facilities for child care services and may be revised to reflect district practice.

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services
3. Purchase of relocatable child care facilities
4. Inclusion of child care facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

CHILD CARE AND DEVELOPMENT (continued)

(cf. 1330.1 - Joint Use Agreements)

(cf. 7110 - Facilities Master Plan)

The Superintendent or designee shall ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

Complaints

Note: Pursuant to 5 CCR 4610, the district's uniform complaint procedures should be used to resolve any complaint alleging violation of state or federal laws governing educational programs, including child care and development programs; see BP/AR 1312.3 - Uniform Complaint Procedures. However, 5 CCR 4611, as amended by Register 2020, No. 21, provides that health and safety complaints regarding licensed facilities that operate a child care and development program should be referred to CDSS as described in the following paragraph and BP 1312.3.

Pursuant to 22 CCR 101156, all child care centers must be licensed by CDSS unless exempted by law. See the accompanying administrative regulation for information about child care programs that are exempted from licensure requirements. If all of the district's child care services are license-exempt, the following paragraph may be deleted.

For a licensed child care center, any complaint alleging health and safety violations shall be referred to CDSS. (5 CCR 4611)

Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Program Evaluation

Note: 5 CCR 18279-18281 require child care and development programs to be evaluated through the standardized "Desired Results for Children and Families" system. The system requires a program self-evaluation that includes, but is not limited to, a staff assessment, a parent survey, and an environment rating scale.

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The results of the evaluation shall be used to develop an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

(cf. 0500 - Accountability)

Legal Reference: (see next page)

CHILD CARE AND DEVELOPMENT (continued)

Legal Reference:

EDUCATION CODE

8200-8340 California State Preschool Program, especially:

8207 Administration; operation of programs; services

~~8200-8499.10 Child Care and Development Services Act, especially:~~

~~8200-8209 General provisions for child care and development services~~

~~8210-8216 Resource and referral program~~

~~8220-8226 Alternative payment program~~

~~8230-8233 Migrant child care and development program~~

~~8235-8239 California state preschool program~~

~~8240-8244 General child care programs~~

~~8250-8252 Programs for children with special needs~~

~~8263 Eligibility and priorities for subsidized child development services~~

~~8263.3 Disenrollment of families due to reduced funding levels~~

~~8263.4 Enrollment of students ages 11-12 years~~

~~8273-8273.3 Fees~~

~~8360-8370 Personnel qualifications~~

~~8400-8409 Contracts~~

~~8482-8484.65 After-school education and safety program~~

~~8484.7-8484.8-8484.9 21st Century community learning centers~~

~~8493-8498 Facilities~~

~~8499-8499.7 Local planning councils~~

48000 Transitional kindergarten

49540-49546 Child care food program

49570 National School Lunch program

56244 Staff development funding

HEALTH AND SAFETY CODE

1596.70-1596.895 California Child Day Care Act

1596.90-1597.21 Day care centers

120325-120380 Immunization requirements

WELFARE AND INSTITUTIONS CODE

10200-10206 Early Childhood Development Act of 2020

10207-10490 Child Care and Development Services Act, especially:

10207-10215 General provisions

10217-10224.5 Resource and referral programs

10225-10234 Alternative payment programs

10235-10238 Migrant child care and development programs

10240-10243 General child care and development programs

10250-10252 Family child care home education networks

10260-10263 Child care and development services for children with special needs

10271 Eligibility, enrollment and priority of services; physical examinations; rules and regulations

10271.5 Income eligibility

10272.5 Order of disenrollment

Legal Reference continued: (see next page)

CHILD CARE AND DEVELOPMENT (continued)

Legal Reference: (continued)

WELFARE AND INSTITUTIONS CODE (continued)

10273 Preferred placement for otherwise eligible children ages 11 or 12

10290 Fee schedule for families using preschool and child care and development services

10291 Families exempt from family fees

10315 Transfer of information to public schools

10322 Children residing in another district; use of facilities and personnel

10480-10487 Local planning councils

CODE OF REGULATIONS, TITLE 5

4610-4687 Uniform complaint procedures

18000-18434 Child care and development programs, especially:

18012-18122 General requirements

18180-18192 Federal and state migrant programs

18210-18213 Severely handicapped program

18220-18231 Alternative payment program

18240-18248 Resource and referral program

18270-18281 Program quality, accountability

18290-18292 Staffing ratios

18295 Waiver of qualifications for site supervisor

18300-18308 Appeals and dispute resolution

80105-80125 Commission on Teacher Credentialing, child care and development permits

CODE OF REGULATIONS, TITLE 22

101151-101239.2 General requirements, licensed child care centers, especially:

101151-101163 Licensing and application procedures

101212-101231 Continuing requirements

101237-101239.2 Facilities and equipment

UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Programs

9831-9852 Head Start programs

9858-9858q Child care and development block grant

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch program

CODE OF FEDERAL REGULATIONS, TITLE 45

98.2-98.93 Child care and development fund

COURT DECISIONS

CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001)

91 Cal.App.4th 892

Management Resources: (see next page)

CHILD CARE AND DEVELOPMENT (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES PUBLICATIONS

COVID-19 Licensed Child Care Facilities and Providers (FAQs)

Child Care & Development Division FAQ

Child Care Transition: The Early Childhood Development Act of 2020

WEB SITES

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

California Association for the Education of Young Children: <http://www.caeyc.org>

California Child Development Administrators Association: <http://www.ccdaa.org>

California Department of Education, Early Education and Support Division:

<http://www.cde.ca.gov/sp/cd>

California Department of Education, Early Education Management Bulletins:

<http://www.cde.ca.gov/sp/cd/ci/allmbs.asp>

California Department of Social Services: <https://www.cdss.ca.gov>

California Head Start Association: <http://caheadstart.org>

California School-Age Consortium: <http://calsac.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Association for the Education of Young Children: <http://www.naeyc.org>

U.S. Department of Education: <http://www.ed.gov>

(7/15 6/21) 12/21

Board Policy

Child Care And Development

BP 5148

Students

The Governing Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6175 - Migrant Education Program)

The Board shall enter into a contract with the California Department of Education (CDE) for the provision of child care and development services by the district.

(cf. 3312 - Contracts)

The district shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and supply information about child care options.

(cf. 1020 - Youth Services)

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

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

The Board shall approve for the district's child care and development program a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

Eligibility and Enrollment

Child care admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any

transportation arrangements, food service provisions, and health examination requirements. (5 CCR 18105; 22 CCR 101218)

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

(cf. 3540 - Transportation)

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106.

To the extent that space is available after the enrollment of children who are eligible for subsidized services, priority for admissions shall be given to district students, children of district students, and children of district employees.

(cf. 5111.1 - District Residency)

(cf. 5146 - Married/Pregnant/Parenting Students)

Staffing

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.2 - Certification)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Facilities

Upon recommendation of the Superintendent or designee, the Board may approve any of the following for the provision of child care and development services:

1. The use of existing district facilities that have capacity
2. Renovation or improvement of district facilities to make them suitable for such services
3. Purchase of relocatable child care facilities

4. Inclusion of child care facilities in any new construction
5. Agreement with a public agency or community organization for the use of community facilities

(cf. 1330.1 - Joint Use Agreements)
(cf. 7110 - Facilities Master Plan)

The Superintendent or designee shall ensure that facilities used for child care services meet all applicable health and safety standards. (5 CCR 18020; 22 CCR 101238-101239.2)

Complaints

For a licensed child care center, any complaint alleging health and safety violations shall be referred to the California Department of Social Services. For a license-exempt facility, such complaints shall be referred to the appropriate Child Development regional administrator. Any other alleged violation of state or federal laws governing child care and development programs shall be investigated and resolved using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The evaluation report shall be submitted to the Board and the CDE along with an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8200-8499.10 Child Care and Development Services Act, especially:

8200-8209 General provisions for child care and development services

8210-8216 Resource and referral program

8220-8226 Alternative payment program

8230-8233 Migrant child care and development program

8235-8239 California state preschool program

8240-8244 General child care programs

8250-8252 Programs for children with special needs

8263 Eligibility and priorities for subsidized child development services

8263.3 Disenrollment of families due to reduced funding levels

8263.4 Enrollment of students ages 11-12 years
8273-8273.3 Fees
8278.3 Child Care Facilities Revolving Fund
8360-8370 Personnel qualifications
8400-8409 Contracts
8482-8484.65 After-school education and safety program
8484.7-8484.8 21st Century community learning centers
8493-8498 Facilities
8499-8499.7 Local planning councils
49540-49546 Child care food program
49570 National School Lunch program
56244 Staff development funding

HEALTH AND SAFETY CODE

1596.70-1596.895 California Child Day Care Act
1596.90-1597.21 Day care centers
120325-120380 Immunization requirements

CODE OF REGULATIONS, TITLE 5

4610-4687 Uniform complaint procedures
18000-18434 Child care and development programs, especially:
18012-18122 General requirements
18180-18192 Federal and state migrant programs
18210-18213 Severely handicapped program
18220-18231 Alternative payment program
18240-18248 Resource and referral program
18270-18281 Program quality, accountability
18290-18292 Staffing ratios
18295 Waiver of qualifications for site supervisor
18300-18308 Appeals and dispute resolution
80105-80125 Commission on Teacher Credentialing, child care and development permits

CODE OF REGULATIONS, TITLE 22

101151-101239.2 General requirements, licensed child care centers, especially:
101151-101163 Licensing and application procedures
101212-101231 Continuing requirements
101237-101239.2 Facilities and equipment

UNITED STATES CODE, TITLE 42

1751-1769 School lunch programs
9831-9852 Head Start programs
9858-9858q Child care and development block grant

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch program

CODE OF FEDERAL REGULATIONS, TITLE 45

98.2-98.93 Child care and development fund

COURT DECISIONS

CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services,
(2001) 91 Cal.App.4th 892

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

14-03a Revised Child Care and Development Fee Schedule, Management Bulletin, September 2014

Uniform Complaint Procedures, 2014

12-07 Disenrollment due to Maximum Reimbursable Amount Reduction, Management Bulletin, July 2012

Keeping Children Healthy in California's Child Care Environments: Recommendations to Improve Nutrition and Increase Physical Activity, 2010

WEB SITES

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

California Association for the Education of Young Children: <http://www.caeyc.org>

California Child Development Administrators Association: <http://www.ccdaa.org>

California Department of Education, Early Education and Support Division:
<http://www.cde.ca.gov/sp/cd>

California Department of Education, Early Education Management Bulletins:
<http://www.cde.ca.gov/sp/cd/ci/allmbs.asp>

California Department of Social Services, Licensing Information: <http://ccld.ca.gov/PG-492.htm>

California Head Start Association: <http://caheadstart.org>

California School-Age Consortium: <http://calsac.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Association for the Education of Young Children: <http://www.naeyc.org>

U.S. Department of Education: <http://www.ed.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: October 21, 2015 Antelope, California

CSBA Sample

Administrative Regulation

Students

AR 5148(a)

CHILD CARE AND DEVELOPMENT

Note: The following administrative regulation reflects provisions generally applicable to programs under the Child Care and Development Services Act (~~Education Code 8200-8499.7~~ **Welfare and Institutions Code 10207-10490**). Such programs include resource and referral programs (~~Education Code 8210-8216~~ **Welfare and Institutions Code 10217-10224.5**; 5 CCR 18240-18248), alternative payment programs (~~Education Code 8220-8227.7~~ **Welfare and Institutions Code 10225-10234**; 5 CCR 18220-18231), migrant child care and development programs (~~Education Code 8230-8233~~ **Welfare and Institutions Code 10235-10238**), general child care and development programs (~~Education Code 8240-8244~~ **Welfare and Institutions Code 10240-10243**), and programs for children with special needs (~~Education Code 8250-8252~~ **Welfare and Institutions Code 10260-10263**). Pursuant to Welfare and Institutions Code 10200-10206, as added by SB 98 (Ch. 24, Statutes of 2020), effective July 1, 2021, the state's responsibility for administering these programs will transfer transferred from the California Department of Education (CDE) to the California Department of Social Services (CDSS). **Education Code 8207, as amended and renumbered by AB 131 (Ch. 116, Statutes of 2021), clarifies that the Superintendent of Public Instruction and the California Department of Education retain administrative supervision of the California State Preschool Programs.**

The district may revise this regulation to reflect specific requirements for the program(s) it offers. See BP/AR 5148.2 - Before/After School Programs for requirements pertaining to the After-School Education and Safety program (Education Code 8482-8484.65) and 21st Century Community Learning Centers (Education Code 8484.7-8484.8 **8484.9**), and BP/AR 5148.3 - Preschool/Early Childhood Education for ~~California State Preschool Program (CSPP)~~ requirements.

The following administrative regulation does not reflect all policy language mandated for each specific program. The district should be careful to include the mandates, if any, applicable to the program(s) it offers. For example, for the alternative payment program, 5 CCR 18221 mandates a written policy statement that includes specified components, including, but not limited to, program purpose, enrollment priorities, reimbursement of providers, and family fee collection. For the resource and referral program, 5 CCR 18244 mandates written referral policies and written complaint procedures.

In addition to the program requirements described below, child care and development programs may be subject to other policies in the district's policy manual (e.g., BP/AR 1240 - Volunteer Assistance, AR 3514.2 - Integrated Pest Management, BP/AR 3550 - Food Service/Child Nutrition Program). Districts should consult legal counsel if they have questions regarding the applicability of other laws to the district's child care and development program.

Licensing

Note: Pursuant to 22 CCR 101156, all child care centers must be licensed by CDSS unless exempted by law. Health and Safety Code 1596.792 and 22 CCR 101158 list exemptions from the licensure requirements including, but not limited to, any program that (1) is a "public recreation program" that meets the criteria specified in Health and Safety Code 1596.792, (2) is operated before and/or after school by qualified teachers employed by the district, (3) is a school parenting program or adult education child care program, (4) operates only one day per week for no more than four hours on that day, (5) offers temporary child care services to parents/guardians who are on the same premises as the child care site, (6) provides activities that are of an instructional nature in a classroom-like setting when K-12 students are normally not in session and

CHILD CARE AND DEVELOPMENT (continued)

the sessions do not exceed a total of 30 days when only school-age children are enrolled or 15 days when younger children are enrolled, or (7) is a CSPP program operated in a school building that meets specified health and safety requirements. If the district offers only programs that are exempted from licensure, it should modify the following regulation accordingly.

Pursuant to Health and Safety Code 1596.951, CDSS was required to adopt regulations by January 1, 2021 to create a new child care center license including components for serving infant, toddler, preschool, and school-age children; health and safety standards; and enhanced ability to transition children to the next age group. However, the regulations were delayed due to the COVID-19 pandemic. Pursuant to Health and Safety Code 1596.951, all child care centers are required to obtain this license by January 1, 2024.

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

Program Components

Note: Items #1-7 and 9 below list components of child care and development programs that are required for all providers pursuant to 5 CCR 18272-18281. The Governing Board is required, pursuant to 5 CCR 18271, to approve goals and objectives addressing each of these program components; see the accompanying Board policy. The district may add components of other programs offered by the district.

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age appropriate activities (~~Education Code 8203.5~~ **Welfare and Institutions Code 10209.5**; 5 CCR 18272)

Program staff shall complete the developmental profile for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (~~Education Code 8203.5~~ **Welfare and Institutions Code 10209.5**; 5 CCR 18270.5, 18272)

2. An educational program that complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

CHILD CARE AND DEVELOPMENT (continued)

(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6174 - Education for English Learners)

3. A staff development program which complies with 5 CCR 18274

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

4. Parent/guardian involvement and education that comply with 5 CCR 18275 and include an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

(cf. 6020 - Parent Involvement)

5. A health and social services component that complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.23 - Asthma Management)
(cf. 5141.6 - School Health Services)

6. A community involvement component that complies with 5 CCR 18277

Note: Health and Safety Code 1596.808 establishes beverage standards for licensed child care centers. In addition, centers that receive funding through the Child and Adult Care Food Program (42 USC 1766) must meet federal guidelines for meals, snacks, fluid milk or nutritionally equivalent milk substitutes, and drinking water.

7. As applicable, a nutrition component that ensures children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including meal times (Health and Safety Code 1596.808; 5 CCR 18278; 42 USC 1766)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: Item #8 below is **optional** and may be revised to reflect district practice. 42 USC 1766 encourages child care centers to provide opportunities for physical activity and to limit the amount of time spent in sedentary activities, such as time spent using electronic devices.

CHILD CARE AND DEVELOPMENT (continued)

8. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level

Note: 5 CCR 18279-18281 require an annual evaluation using the standardized "Desired Results for Children and Families" system. The system requires a program self-evaluation that includes a staff assessment, a parent/guardian survey, and an environment rating scale. Each contractor is required to submit a summary of the self-evaluation findings by June 1 of each year.

9. An annual plan for program evaluation which conforms with the state's system and includes a self-evaluation, parent/guardian survey, and environment rating scale (5 CCR 18270.5, 18279, 18280)

(cf. 0500 - Accountability)

Health and Safety

Note: The following section is for use by districts that offer one or more licensed child care programs. Health and Safety Code 1596.7996 requires licensed child care programs to provide parents/guardians of enrolled children with a flyer developed by CDSS in conjunction with the California Department of Public Health, which contains specified information regarding lead exposure and blood testing. The flyer is available on the CDSS web site.

When a child enrolls or reenrolls in a licensed child care program, the center shall provide the child's parent/guardian with written information on the risks and effects of lead exposure, blood lead testing recommendations and requirements, and options for obtaining blood lead testing, including any state or federally funded programs that offer free or discounted tests. (Health and Safety Code 1596.7996)

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to Health and Safety Code 1597.16, a licensed child care center located in a building that was constructed before January 1, 2010 must have its drinking water tested for lead contamination as provided below. A licensed child care center is subject to the temporary suspension of its license if it fails to comply with the requirements to cease using any fountains and faucets where elevated lead levels may exist and to provide potable water.

If a licensed child care center is located in a building that was constructed before January 1, 2010, the center shall have its drinking water tested for lead contamination every five years following an initial test conducted between January 1, 2020 and January 1, 2023. The center shall notify the parents/guardians of enrolled children of the requirement to test a facility's drinking water and of the test results. If notified of elevated lead levels, the center shall immediately make inoperable and cease using the fountains and faucets where elevated lead levels may exist and shall obtain a potable source of water for children and staff at that location. (Health and Safety Code 1597.16)

CHILD CARE AND DEVELOPMENT (continued)

Staffing

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in **Welfare and Institutions Code 10275.5** and **CCR 18290-18292** based on the ages of the children served.

All persons employed at a licensed district child care center and all volunteers who provide care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If they meet all other requirements for employment or volunteering, as applicable, but need additional time to obtain and provide immunization records, they may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that they have been immunized as required. In addition, employees and volunteers shall receive an influenza vaccination between August 1 and December 1 of each year. A person shall be exempt from these requirements only under any of the following circumstances: (Health and Safety Code 1596.7995)

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration declining the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

In addition to the above immunization requirements, teachers employed in a licensed child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code 1597.055. (Health and Safety Code 1597.055)

CHILD CARE AND DEVELOPMENT (continued)

Eligibility and Enrollment

Note: State funding is only available for services to families who meet the criteria for subsidized services as specified in ~~Education Code 8263~~ **Welfare and Institutions Code 10271 and 10271.5**. The district may also provide services to nonsubsidized families provided the district uses other funding sources or the families pay the full cost of services; see section on "Fees and Charges" below.

Pursuant to 5 CCR 18105, districts contracting ~~with CDE~~ to offer child care services are **mandated** to develop written admissions policies and procedures that conform to requirements of 22 CCR 101218, including criteria designating those children whose needs can be met by the child care center's program and services and the ages of children who will be accepted.

The following section should be revised to reflect the district's contract(s).

The district's subsidized child care and development services may be available to infants and children through 12 years of age and to individuals with disabilities through 21 years of age in accordance with their individualized education program and ~~Education Code 8208~~ **Welfare and Institutions Code 10213.5**. (~~Education Code 8208, 8263.4~~ **Welfare and Institutions Code 10213.5, 10273**; 5 CCR 18089, 18407, 18422)

Note: Pursuant to 5 CCR 18082-18083, the parent/guardian must submit an application for services which contains specified information and documentation. The family's or child's eligibility must be certified by a person designated by the district.

Pursuant to ~~Education Code 8263.1~~ **Welfare and Institutions Code 10271.5**, income eligibility is based on an adjusted monthly family income at or below 85 percent of the state median income, adjusted for family size.

To participate in the district's subsidized child care program, families shall document both an eligibility basis and need for care ~~Eligible families shall be those who document both an eligibility basis and a need for care,~~ as follows: (~~Education Code 8263, 8263.1~~ **Welfare and Institutions Code 10271 and 10271.5**)

1. The family is eligible for subsidized services on the basis of being a current aid recipient, income eligible, or homeless and/or the family's children are recipients of **child** protective services or have been identified as being or at risk of being abused, neglected, or exploited.
2. The family has a need for child care based on either of the following:
 - a. ~~Because the The unavailability of the The~~ parents/guardians ~~to care for and supervise their children for some portion of the day because they~~ are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for

CHILD CARE AND DEVELOPMENT (continued)

English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

- b. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless

Note: The following paragraph may be revised to reflect district practice. Unless state funding is allocated to support the centralized eligibility list established in each county pursuant to ~~Education Code 8499.5~~ **Welfare and Institutions Code 10231**, such lists will be maintained only if locally funded. In situations where there is no locally funded centralized eligibility list or the district elects not to participate in the local list, the district must establish its own waiting list in accordance with admission priorities pursuant to ~~Education Code 8263~~ **Welfare and Institutions Code 10271** and 5 CCR 18106.

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (~~Education Code 8263~~ **Welfare and Institutions Code 10271**)

Second priority for enrollment shall be given to families, **regardless of the number of parents in the home**, who are income eligible, as defined in ~~Education Code 8263.1~~ **Welfare and Institutions Code 10271.5**. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (~~Education Code 8263, 8263.1~~ **Welfare and Institutions Code 10271 and 10271.5**)

The district shall allow eligible children 11-12 years of age to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children 11-12 years of age, except for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (~~Education Code 8263.4~~ **Welfare and Institutions Code 10273**)

CHILD CARE AND DEVELOPMENT (continued)

Note: The following **optional** paragraph may be revised to reflect additional enrollment priorities or criteria established by the district, such as priority for district students, children of district students, or children of district employees; see the accompanying Board policy.

After all children eligible for subsidized services have been enrolled, the district may enroll **other** children in accordance with the priorities established by the Governing Board.

Note: 5 CCR 18094 and 18118 require the district to provide written notification to the parent/guardian as to whether the application for subsidized services has been approved or denied. For this purpose, the district should use the state's Notice of Action form.

The district's decision to approve or deny services shall be communicated to the parent/guardian through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18118)

Upon establishing eligibility for services, a family shall be eligible for and shall receive services for not less than 12 months before having the family's eligibility or need recertified and shall not be required to report changes to income or other changes for at least 12 months. However, a family establishing eligibility on the basis of income shall report any increases in income that exceed the threshold for ongoing income eligibility specified in ~~Education Code 8263.1~~ **Welfare and Institutions Code 10271.5**, and the family's ongoing eligibility shall be recertified at that time. At any time a family may voluntarily report income or other changes, which shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of eligibility before recertification. (~~Education Code 8263-Welfare and Institutions Code 10271~~)

The Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination made during recertification or the update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that the service is no longer wanted
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

CHILD CARE AND DEVELOPMENT (continued)

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR 18081, 18095)

Fees and Charges

Note: ~~Education Code 8273~~ **Welfare and Institutions Code 10290** requires CDSS, in consultation with **CDE**, ~~the state~~ to establish a fee schedule for families using child care services, including families who are eligible for subsidized child care services based on the criteria specified in item #1 in the section "Eligibility and Enrollment" above.

~~Education Code 8250~~ **Welfare and Institutions Code 10260** and 5 CCR 18110 prohibit districts from assessing fees for children enrolled in a program for severely disabled children or a federally based migrant program. Districts may revise the following paragraph to reflect any such program(s) offered by the district. Districts that offer only programs prohibited from charging fees may delete the following section.

Except when offering a program that is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the state fee schedule, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (~~Education Code 8250, 8263, 8273, 8273.1, 8447~~ **Welfare and Institutions Code 10260, 10270, 10290, 10291, 10436; 5 CCR 18078, 18108-18110**)

Note: Pursuant to AB 131, and in response to the COVID-19 pandemic, additional funds are available to provide subsidized child care to families and to provide child care programs with COVID-19 pandemic-related assistance. Pursuant to Welfare and Institutions Code 10290, as added by AB 131, family fees may not be collected for families receiving subsidized child care services from child care programs administered by CDSS.

However, for the 2021-22 fiscal year, family fees shall not be collected as specified in Welfare and Institutions Code 10290.

~~However no~~ **No** fee shall be charged to a family that is receiving CalWORKS cash aid, an income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (~~Education Code 8273.1~~ **Education Code 8253; Welfare and Institutions Code 10291; 5 CCR 18110**)

In addition, any family receiving child care on the basis of having **neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency, a child who is a recipient of child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary,** may be exempt from these fees for up to 12 months. (~~Education Code 8273.1~~) (**Welfare and Institutions Code 10271 and 10291**)

CHILD CARE AND DEVELOPMENT (continued)

Note: Pursuant to ~~Education Code 8273.3~~ **Welfare and Institutions Code 10290**, family fees must be assessed at initial enrollment and reassessed at recertification ~~or when the family data file is updated due to a change in status.~~

Pursuant to 5 CCR 18114, districts contracting to offer child care services are **mandated** to adopt a policy for the collection of fees in advance of providing services, as provided below. 5 CCR 18114 contains an alternative definition of delinquency for alternative payment programs offered pursuant to ~~Education Code 8220-8224~~ **Welfare and Institutions Code 10225-10234**.

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (~~Education Code 8273.3~~ **Welfare and Institutions Code 10290**; 5 CCR 18082, 18114, 18115)

Note: The following paragraph is for use by districts that contract to offer child care services and wish to require parents/guardians to provide diapers and/or to pay the costs of field trips (unless the program is exempt from fees), and may be modified to delete diapers as appropriate for the age of the children served. ~~Education Code 8273.3~~ **Welfare and Institutions Code 10292** mandates that such districts have a written policy which includes parents/guardians in the decision-making process. Pursuant to ~~Education Code 8273.3~~ **Welfare and Institutions Code 10292**, the fees cannot exceed \$25 per child in the contract year.

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (~~Education Code 8273.3~~ **Welfare and Institutions Code 10292**)

Disenrollment

Note: ~~Education Code 8263.3~~ **Welfare and Institutions Code 10272** specifies the order by which families must be disenrolled from child care and development services when funding levels are reduced. Parents/guardians may appeal such actions pursuant to 5 CCR 18120-18122, but only on the grounds that the factors used to determine the family's disenrollment are incorrect. See section "Rights of Parents/Guardians" below.

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (~~Education Code 8263.3~~ **Welfare and Institutions Code 10272.5**)

CHILD CARE AND DEVELOPMENT (continued)

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first. After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.
3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

Health Examination and Immunizations

Note: ~~Education Code 8263~~ **Welfare and Institutions Code 10271** requires children enrolling in a child care center to obtain a physical examination and evaluation, including immunizations, unless a parent/guardian submits a letter stating that such examination is contrary to the parent/guardian's religious beliefs. However, with respect to immunization requirements, Health and Safety Code 120335 eliminated the personal beliefs exemption unless the parent/guardian filed a letter or affidavit prior to January 1, 2016 or a licensed physician indicates that a student should be exempted for medical reasons. An exemption granted for personal beliefs is only effective until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12). See BP/AR 5141.31 - Immunizations.

Prior to or within six weeks of enrollment, a child enrolling in a child care center shall obtain a physical examination and evaluation and receive age-appropriate immunizations. (~~Education Code 8263~~ **Welfare and Institutions Code 10271**)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

The requirement for a physical examination and evaluation shall be waived if a parent/guardian submits a letter stating that such examination is contrary to the parent/guardian's religious beliefs. (~~Education Code 8263~~ **Welfare and Institutions Code 10271**)

A child may be exempted from the immunization requirements only if: (Health and Safety Code 120335)

1. A licensed physician indicates that immunization is not safe due to the physical condition or medical circumstances of the child.

Note: Pursuant to Health and Safety Code 120372, a child care center may only accept a medical exemption request that is made by a licensed physician or surgeon on an electronic, standardized, statewide medical exemption certification form developed by the California Department of Public Health and transmitted using

CHILD CARE AND DEVELOPMENT (continued)

the California Immunization Registry. However, Health and Safety Code 120370 requires that a child who has a medical exemption issued prior to January 1, 2020 be allowed to continue enrollment until the next grade span.

A medical exemption shall be submitted using the standardized medical exemption certification form developed by California Department of Public Health and transmitted using the California Immunization Registry. The request shall include, but not be limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary, including the date upon which a temporary medical exemption will expire. A temporary exemption shall not exceed one year. (Health and Safety Code 120372)

2. The parent/guardian submitted a letter or affidavit prior to January 1, 2016 stating that such examination is contrary to the parent/guardian's personal beliefs. An exemption from immunization granted for personal beliefs is effective only until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12).

If there is good cause to believe that a child is suffering from a recognized contagious or infectious disease, the child shall be temporarily excluded from the child care and development program until it is determined that the child is not suffering from that contagious or infectious disease. (~~Education Code 8263~~ **Welfare and Institutions Code 10271**)

(cf. 5141.22 - Infectious Diseases)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (~~Education Code 8208~~ **Welfare and Institutions Code 10213.5**)
2. Family emergency (~~Education Code 8208~~ **Welfare and Institutions Code 10213.5**)

Note: Pursuant to 5 CCR 18066, districts contracting to offer child care services are **mandated** to adopt policies delineating circumstances constituting an excused absence for a family emergency. The following paragraph may be revised to reflect district practice.

CHILD CARE AND DEVELOPMENT (continued)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (~~Education Code 8208~~ **Welfare and Institutions Code 10213.5**)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (~~Education Code 8208~~ **Welfare and Institutions Code 10213.5**)

Note: 5 CCR 18066 **mandates** a policy that delineates circumstances constituting an excused absence "in the best interest of the child." The following paragraph may be revised to reflect district practice.

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or are at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Note: 5 CCR 18066 **mandates** that providers adopt a policy governing unexcused absences which may include reasonable limitations, if any. The following paragraph may be revised to reflect district practice.

Any absence due to a reason other than any of those stated above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the child's parent/guardian. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

Rights of Parents/Guardians

Note: The following two paragraphs are for use by districts that operate one or more licensed child care centers, but may be used by license-exempt providers.

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of the rights specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care

CHILD CARE AND DEVELOPMENT (continued)

facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

Note: The remainder of this section is for use by all districts and applies to licensed and unlicensed child care programs.

In addition, if a parent/guardian disagrees with any district action to deny a child's eligibility for subsidized child care services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to the CDE. (5 CCR 18120-18122)

Records

Note: State contracts require the district to submit data on both subsidized and nonsubsidized families served by child care centers. In addition, the district is required to provide monthly reports regarding any families receiving subsidized services during that month.

Welfare and Institutions Code 10315, as added by AB 131, requires a preschool or infant and toddler program to, when a child in a state-funded preschool or infant and toddler program will be transferring to a local public school, provide the parent/guardian with information from the previous year deemed beneficial to the student and the public school teacher, including, but not limited to, development issues, social interaction abilities, health background, and diagnostic assessments, if any. The preschool or infant and toddler program may, with the permission of the parent/guardian, transfer this information to the student's elementary school.

CHILD CARE AND DEVELOPMENT (continued)

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required under the state contract.

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(3/19 6/21) 12/21

Administrative Regulation

Child Care And Development

AR 5148

Students

Licensing

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

Program Components

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age appropriate activities (Education Code 8203.5; 5 CCR 18272)

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code 8203.5; 5 CCR 18270.5, 18272)

2. An educational program that complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6174 - Education for English Learners)

3. A staff development program which complies with 5 CCR 18274

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

4. Parent/guardian involvement and education that comply with 5 CCR 18275 and include an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

(cf. 6020 - Parent Involvement)

5. A health and social services component that complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.23 - Asthma Management)
(cf. 5141.6 - School Health Services)

6. A community involvement component that complies with 5 CCR 18277

7. As applicable, a nutrition component that ensures children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including meal times (Health and Safety Code 1596.808; 5 CCR 18278; 42 USC 1766)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

8. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level

9. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent/guardian survey, and environment rating scale using forms provided by the CDE (5 CCR 18270.5, 18279, 18280)

(cf. 0500 - Accountability)

Staffing

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

All persons employed at a licensed district child care center and all volunteers who provide care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If they meet all other requirements for employment or volunteering, as applicable, but need additional time to obtain and provide immunization records, they may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that they have been immunized as required. In addition, employees and volunteers shall receive an influenza vaccination between August 1 and December 1 of each year. A person shall be exempt from these requirements only under any of the following circumstances: (Health and Safety Code 1596.7995)

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration declining the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

In addition to the above immunization requirements, teachers employed in a licensed child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code 1597.055. (Health and Safety Code 1597.055)

Eligibility and Enrollment

The district's subsidized child care and development services may be available to infants and children through 12 years of age and to individuals with disabilities through 21 years of age in accordance with their individualized education program and Education Code 8208. (Education Code 8208, 8263.4; 5 CCR 18089, 18407, 18422)

Eligible families shall be those who document both an eligibility basis and a need for care, as follows: (Education Code 8263)

1. The family is eligible for subsidized services on the basis of being a current aid recipient, income eligible, or homeless and/or the family's children are recipients of protective services or

have been identified as being or at risk of being abused, neglected, or exploited.

2. The family has a need for child care based on either of the following:

a. The unavailability of the parents/guardians to care for and supervise their children for some portion of the day because they are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

b. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8263)

Second priority for enrollment shall be given to families who are income eligible, as defined in Education Code 8263.1. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Education Code 8263, 8263.1)

The district shall allow eligible children 11-12 years of age to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children 11-12 years of age, except for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (Education Code 8263.4)

After all children eligible for subsidized services have been enrolled, the district may enroll children in accordance with the priorities established by the Governing Board.

The district's decision to approve or deny services shall be communicated to the parent/guardian through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18118)

(cf. 5145.6 - Parental Notifications)

Upon establishing eligibility for services, a family shall be eligible for and shall receive services for not less than 12 months before having the family's eligibility or need recertified and shall not be required to report changes to income or other changes for at least 12 months. However, a family establishing eligibility on the basis of income shall report any increases in income that exceed the threshold for ongoing income eligibility specified in Education Code 8263.1, and the family's ongoing eligibility shall be recertified at that time. At any time a family may voluntarily report income or other changes, which shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of eligibility before recertification.

(Education Code 8263)

The Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination made during recertification or the update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that the service is no longer wanted
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR 18081, 18095)

Fees and Charges

Except when offering a program that is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8250, 8263, 8273, 8273.1, 8447; 5 CCR 18078, 18108-18110)

However, no fee shall be charged to a family that is receiving CalWORKS cash aid, an

income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (Education Code 8273.1; 5 CCR 18110)

In addition, any family receiving child care on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. (Education Code 8273.1)

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Education Code 8273; 5 CCR 18082, 18114, 18115)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

Disenrollment

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Education Code 8263.3)

1. Families with the highest income in relation to family size shall be disenrolled first.
2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first. After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.
3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

Health Examination and Information

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment. (Education Code 8263)

(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)

The requirement for a physical examination and evaluation shall be waived if a parent/guardian submits a letter stating that such examination is contrary to the parent/guardian's religious beliefs. (Education Code 8263)

However, a child may be exempted from the immunization requirements only if: (Education Code 8263; Health and Safety Code 120335)

1. A licensed physician indicates that immunization is not safe due to the physical condition or medical circumstances of the child.
2. The parent/guardian submitted a letter or affidavit prior to January 1, 2016 stating that such examination is contrary to the parent/guardian's personal beliefs. An exemption from immunization granted for personal beliefs is effective only until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12).

If there is good cause to believe that a child is suffering from a recognized contagious or infectious disease, the child shall be temporarily excluded from the child care and development program until it is determined that the child is not suffering from that contagious or infectious disease. (Education Code 8263)

(cf. 5141.22 - Infectious Diseases)

When a child enrolls or reenrolls in a licensed child care program, the center shall provide the child's parent/guardian with written information on the risks and effects of lead exposure, blood lead testing recommendations and requirements, and options for obtaining blood lead testing, including any state or federally funded programs that offer free or discounted tests. (Health and Safety Code 1596.7996)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a

member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)

4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or are at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than any of those stated above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the child's parent/guardian. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of the rights specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

In addition, if a parent/guardian disagrees with any district action to deny a child's eligibility for subsidized child care services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10

calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to the CDE. (5 CCR 18120-18122)

Records

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required by CDE.

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: June 12, 2019 Antelope, California

CSBA Sample

Board Policy

Students

BP 5148.3(a)

PRESCHOOL/EARLY CHILDHOOD EDUCATION

Note: The following **optional** policy may be used by districts that operate their own preschool/early childhood education programs and/or collaborate to provide preschool opportunities within the community. CSBA's publication What Boards of Education Can Do about Kindergarten Readiness provides information about characteristics of effective preschool programs and actions that the district and Governing Board can take to encourage and/or provide high-quality preschool education.

Pursuant to AB 131 (Ch. 116, Statutes of 2021), the statutes that govern the California State Preschool Program (CSPP) were renumbered within the Education Code. In addition, pursuant to AB 131, the statutes that govern child care programs under the Child Care and Development Services Act were repealed from the Education Code and reenacted in the Welfare and Institutions Code. Education Code 8207, as added by AB 131, clarifies that the Superintendent of Public Instruction (SPI) and the California Department of Education (CDE) retain administrative supervision of the CSPP.

In December 2020, the SPI initiated the rulemaking process for revised implementing regulations for the CSPP. Once final, these regulations may affect this policy and the accompanying administrative regulation.

Education Code 8281.5, as added by AB 130 (Ch. 44, Statutes of 2021), establishes the California Prekindergarten Planning and Implementation Grant Program as an early learning initiative with the goal of expanding access to classroom-based prekindergarten programs at districts. The program allocates funding to all districts that operate kindergarten programs through minimum base grants, enrollment grants based on a district's kindergarten enrollment, and supplemental grants based on a district's percentage of unduplicated students. Grant funds may be used for costs associated with creating or expanding CSPP programs or transitional kindergarten (TK) programs, or to establish or strengthen partnerships with other providers of prekindergarten education within the district, including Head Start programs, to ensure that high-quality options for prekindergarten education are available for four-year-old children. Allowable costs include, but are not necessarily limited to, planning costs, hiring and recruitment costs, staff training and professional development, classroom materials, and supplies.

Pursuant to AB 131, the Legislature allocated additional funds to provide subsidized child care and CSPP programs with COVID-19 pandemic-related assistance. Education Code 8252, as amended and renumbered by AB 131, requires districts to waive family fees for all families receiving subsidized child care services from CSPP programs during the 2021-22 school year. See the accompanying administrative regulation for more information regarding waiver of fees.

The Governing Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development, knowledge, skills, and abilities, ~~and attributes necessary for a successful transition into the elementary education program.~~ The Board desires to provide a supervised, and cognitively rich environment **designed to facilitate the transition to kindergarten for three- and four-year-old children.**

Note: The following **optional** paragraphs may be used by all districts, regardless of whether they provide their own preschool programs, and may be revised to reflect district practice.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

~~Education Code 8499-8499.7~~ **Welfare and Institutions Code 10480-10487** establish county-level child care and development planning councils, with members selected by the County Board of Supervisors and County Superintendent of Schools, to identify local priorities for child care, including preschool programs, and to develop policies to meet identified needs; see BP 5148 - Child Care and Development. Such councils may also develop centralized student eligibility lists; see section on "Enrollment Priority" in the accompanying administrative regulation.

The Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

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

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

(cf. 5148 - Child Care and Development)

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

District Preschool Programs

Note: The following **optional** section is for use by districts that choose to provide preschool/early childhood education programs for **three-year-old and four-year-old** children ~~ages 3-4 years~~ and should be revised to reflect district practice.

The district may contract with ~~the California Department of Education (CDE)~~ to offer a program through the ~~California State Preschool Program (CSPP)~~ pursuant to Education Code ~~8235-8239.1~~ **8200-8340**. ~~The CSPP consolidates a number of state programs that serve children ages 3-4, including state preschool programs (Education Code 8235-8237), family literacy programs (Education Code 8238-8238.4), and general child care and development programs to the extent that they serve children ages 3-4 (Education Code 8240-8244). Children ages 3-4 years~~ **Three-year-old and four-year-old** children from low-income or otherwise disadvantaged families may be eligible for subsidized services. See the accompanying administrative regulation for major program requirements for CSPP.

Pursuant to Education Code 8207, as amended by AB 131, CSPP programs may be part-day or full-day programs that are age and developmentally appropriate. See the accompanying administrative regulation for details.

Preschool programs may also receive funding through the state migrant child care and development program (~~Education Code 8230-8233~~ **Welfare and Institutions Code 10235-10238**), child care and development services for children with special needs program (~~Education Code 8250-8252~~ **Welfare and Institutions Code 10260-10263**), federal Head Start program (42 USC 9831-9852), Title I preschool program (20 USC 6311-6322), or other funding sources available to the district.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools, either directly or through a subcontract with a public or private provider.

Note: Pursuant to Health and Safety Code 1596.792, CSPP programs that are operated in a school building by a school district under contract with CDE are exempted from licensure and regulation requirements of Health and Safety Code 1596.70-1597.21. However, such CSPP programs are required to comply with other specified health and safety requirements, including the Field Act, California Building Standards Code, requirements for kindergarten classrooms specified in 5 CCR 14001-14306, and requirements for CSPP programs specified in 5 CCR 18000-18308.

Pursuant to Education Code 8205, as amended and renumbered by AB 131, any child under four years of age shall be served in a CSPP facility licensed in accordance with Title 22 of the California Code of Regulations.

District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

Note: 5 CCR 18130 specifies the state regulations for child care and development programs that are applicable to CSPP programs, including the requirement in 5 CCR 18271 that the Board approve a written philosophical statement, goals, and objectives addressing each program component specified in 5 CCR 18272-18281. See the accompanying administrative regulation and AR 5148 - Child Care and Development for further information about these required program components.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

The Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

(cf. 6171 - Title I Programs)

Note: Pursuant to Education Code 17375, as amended by AB 130 and AB 167 (Ch. 252, Statutes of 2021), districts may be awarded grants for the construction of new preschool classrooms or the modernization of existing preschool classrooms pursuant to the California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program.

Preschool classroom needs shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 1330.1 - Joint Use Agreements)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

Note: The following optional paragraph provides for coordination of the preschool program with the ~~transitional kindergarten (TK)~~ program and may be revised to reflect district practice. ~~Pursuant to Education Code 48000, as amended by AB 130 and AB 167, children whose fifth birthday is between September 2 and December 2 must be offered a TK program which operates as the first year of a two-year kindergarten~~ requires districts receiving TK apportionment to offer to any child whose fifth birthday is between September 2 and December 2 a TK program as the first year of a two-year kindergarten program and revises the timespans for mandatory admittance requirements to be phased in starting in the 2022-23 school year to the 2025-2026 school year; see BP 6170.1 - Transitional Kindergarten.

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge.

Note: Pursuant to Education Code 48000, as amended by AB 130 and AB 167, a child's eligibility for TK enrollment may not impact family eligibility for a preschool or childcare program. Education Code 8205, as renumbered and amended by AB 131, clarifies that four-year-old children who are eligible to participate in a CSPP program include those children whose 5th birthday occurs after September 1 of the fiscal year in which they are enrolled in a CSPP program and whose parent or guardian has opted to retain or enroll them in a CSPP program.

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program. (Education Code 8205, 48000)

(cf. 6011 - Academic Standards)

(cf. 6170.1 - Transitional Kindergarten)

Note: CDE has developed voluntary "preschool learning foundations" which describe the knowledge, skills, and competencies that children are expected to exhibit as they complete their first or second year of preschool. These standards address essential skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's web site.

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

Note: Education Code 8203, as amended by AB 1363 (Ch. 498, Statutes of 2021), requires the quality indicators for CSPP programs to include activities and services that meet the needs of dual language learners for support in the development of their home language and English, and is reflected in the following paragraph.

The district's preschool program shall include activities and services that meet the needs of dual language learners for support in the development of their home language and English. (Education Code 8203)

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

(cf. 0415 - Equity)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

Note: Pursuant to Education Code 8207, as amended and renumbered by AB 131, CSPP programs must include certain required components, as reflected in the accompanying administrative regulation.

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

(cf. 3550 - Food Services/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.6 - School Health Services)

The district shall encourage volunteerism **by families participating** in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

(cf. 1240 - Volunteer Assistance)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Note: The Commission on Teacher Credentialing issues permits for child development program directors, site supervisors, master teachers, teachers, associate teachers, and assistants pursuant to criteria established in Education Code ~~8360-8370~~ **8205 and 8298, as renumbered and amended by AB 131, and 5 CCR 80105-80125.** The district may request from CDE a waiver of the qualification requirements for a site supervisor upon demonstration of a compelling need, in accordance with Education Code ~~8208(aa)~~ **8205** and 5 CCR 18295.

Health and Safety Code 1596.7995 requires that employees and volunteers at a day care center be immunized against influenza, pertussis, and measles, with specified exemptions. In addition, Health and Safety Code 1597.055 requires that teachers in a day care center obtain a tuberculosis clearance. See the accompanying administrative regulation.

~~Education Code 8450 authorizes the district to create a reserve fund and use 10 percent of it for purposes of professional development for CSPP instructional staff. Professional development resources pertaining to preschool/early childhood education are available through CDE and organizations such as the California Preschool Instructional Network.~~

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

(cf. 4112.2 - Certification)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4131 - Staff Development)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: Pursuant to 5 CCR 18130, CSPP programs are subject to the requirements of 5 CCR 18105. 5 CCR 18105 **mandates** that districts offering a CSPP program develop written admissions policies and procedures that conform to the requirements of 22 CCR 101218, as provided in the following paragraph. See the accompanying administrative regulation for additional language that fulfills this mandate.

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (CCR 18105; 22 CCR 101218)

Note: Education Code ~~8263-8208~~, **8210, and 8211, as amended and renumbered by AB 131, and 5 CCR 18106** establish eligibility criteria and priorities for subsidized preschool services, as provided below and in the accompanying administrative regulation.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Eligibility is generally limited to children who reside within district boundaries. However, Education Code ~~8322~~ **8267, as amended and renumbered by AB 131**, and 5 CCR 18107 authorize the Board to enter into an agreement with the boards of other districts to serve children who reside within those districts. The district may revise the following paragraph to reflect any such agreement approved by the Board.

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code ~~8263~~ **8208, 8210, and 8211** and 5 CCR 18106.

Note: The following paragraph is **optional**. Pursuant to Education Code ~~8235~~ **8207, as amended and renumbered by AB 131**, programs operated under the CSPP ~~may be~~ **are** part-day ~~or full-day~~ programs only. Education Code ~~8239~~ encourages the provision of "wraparound child care services" which combine part-day preschool and general child care services to provide a full day of services for qualifying families. See the accompanying administrative regulation for program requirements.

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's ~~part-day~~ preschool program is offered.

Note: Education Code 8281.5, as added by AB 130 and amended by AB 167, requires districts receiving grants through the California Prekindergarten Planning and Implementation Grant Program to develop a plan for consideration by the board at a public meeting on or before June 30, 2022 for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the local educational agency's expanding learning offerings, the After School Education and Safety Program, the CSPP, Head Start programs, and other community-based early learning and care programs. See BP 6170.1 - Transitional Kindergarten.

The Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of preschool children and their families as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 8281.5)

Note: Pursuant AB 131, the Legislature allocated additional funds to provide subsidized child care and CSPP programs with COVID-19 pandemic-related assistance. To receive the additional funding, a CSPP program that is funded to be operational, but which is physically closed by local or state public health order or guidance due to the COVID-19 pandemic, is required to provide distance learning services as specified by CDE in Management Bulletin 21-11, Reopening, Reimbursement, Distance Learning Plans, and Distance Learning Requirements for California State Preschool Program Contractors.

When a district CSPP program is physically closed by local or state public health order due to the COVID-19 pandemic, the district shall provide distance learning to preschool children when required to do so as a condition of funding or when required by law.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Note: 5 CCR 18279-18281 require an annual evaluation using CDE's standardized "Desired Results for Children and Families" system. The system requires a self-evaluation that includes, but is not limited to, an assessment of the program by staff and the Board, a parent/**guardian** survey, and an environment rating scale using forms selected by CDE. In addition, every three years, CDE conducts a Federal Program Monitoring/Contract Monitoring Review (FPM/CMR) process with each contract agency which reviews compliance with program requirements. The FPM/CMR instrument is available on CDE's web site.

Education Code 8203.1 establishes the early learning quality rating and improvement system (QRIS) block grant to support continuous local improvement efforts that increase the number of low-income children in high-quality preschool programs. Grant funds may be awarded to eligible local consortia, which then allocate funds to districts and other agencies contracting to provide CSPP programs. Pursuant to Education Code 8203.1, QRIS is based on a tiered rating structure with progressively higher quality standards for each tier. It is designed to (1) provide supports and incentives for programs, teachers, and administrators to reach higher levels of quality; (2) monitor and evaluate program impacts on child outcomes; and (3) disseminate information to parents/guardians and the public about program quality. For further information about the QRIS block grant, see CDE's web site and its publication Dream Big for Our Youngest Children.

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

Note: The following paragraph is for use by districts that offer a CSPP program and may be revised to reflect the type(s) of programs offered by the district. Education Code ~~8235.5~~ **8212, as renumbered by AB 131**, requires districts to use the uniform complaint procedures, with modifications as necessary, to investigate and resolve health and safety complaints in license-exempt CSPP programs. 5 CCR 4610 requires that such complaints be addressed through the procedures described in 5 CCR 4690-4694, as added by Register 2020, No. 21. See BP/AR 1312.3 - Uniform Complaint Procedures.

The district's uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the California State Preschool Program. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code ~~8235.5~~ **8212**; 5 CCR 4610, 4611, 4690-4694)

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

(cf. 0500 - Accountability)

Legal Reference: (see next page)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Legal Reference:

EDUCATION CODE

~~8200-8499.10 Child Care and Development Services Act, especially:~~
~~8200-8209 General provisions for child care and development services~~
~~8230-8233 Migrant child care and development program~~
~~8235-8239.1 California State Preschool Program~~
~~8240-8244 General child care and development programs~~
~~8250-8252 Programs for children with special needs~~
~~8263 Eligibility and priorities for subsidized child development services~~
~~8263.3 Disenrollment of families due to reduced funding levels~~
~~8264.8 Center-based child care programs, staffing ratios~~
~~8273.1 Family fees~~
~~8400-8409 Contracts, administrative appeal procedure~~
~~8493-8498 Facilities, capital outlay~~
~~8499.3-8499.7 Local child care and development planning councils~~
~~8200-8340 California State Preschool Program, especially:~~
~~8203.5 Contracts to provide child care and development services~~
~~8205 Definitions~~
~~8207 Administration; operation of programs; services~~
~~8208 Eligibility of three- or four-year-old child for state preschool program~~
~~8209 Physical examination and immunizations~~
~~8210 Priority for part-day programs~~
~~8211 Priority for full-day programs~~
~~8212 Complaints related to preschool health and safety issues~~
~~8213 Income eligibility~~
~~8214 Order of disenrollment~~
~~8217 Enrollment of four-year-old children in state preschool programs~~
~~8220-8221 Family literacy services~~
~~8241 Staffing ratios for center-based program~~
~~8252-8254 Family fees~~
~~8281.5 California Prekindergarten Planning and Implementation Grant Program~~
~~8298 Program director qualifications~~
17375 California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program
~~44065 Interchange between certificated and classified positions~~
~~44256 Credential types~~
~~48000 Transitional kindergarten~~
~~48985 Notification, primary language other than English~~
HEALTH AND SAFETY CODE
~~1596.70-1596.895 California Child Day Care Act~~
~~1596.90-1597.21 Day care centers~~
~~120325-120380 Immunization requirements~~

Legal Reference continued: (see next page)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Legal Reference: (continued)

WELFARE AND INSTITUTIONS CODE

10207-10490 Child Care and Development Services Act, especially:

10207-10215 General provisions

10217-10224.5 Resource and referral programs

10225-10234 Alternative payment programs

10235-10238 Migrant child care and development programs

10240-10243 General child care and development programs

10250-10252 Family child care home education networks

10260-10263 Child care and development services for children with special needs

10480-10487 Local planning councils

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4690-4694 Health and safety complaints in license-exempt preschool programs

18000-18434 Child care and development programs, especially:

18130-18136 California State Preschool Program

18272-18281 General Program Requirements

18295 Waiver of qualifications for site supervisor

80105-80125 Permits authorizing service in child development programs

CODE OF REGULATIONS, TITLE 22

101151-101239.2 General requirements, licensed child care centers, especially:

101151-101163 Licensing and application procedures

101212-101231 Continuing requirements

101237-101239.2 Facilities and equipment

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

6311-6322 Title I, relative to preschool

6371-6376 Early Reading First

6381-6381k Even Start family literacy programs

6391-6399 Education of migratory children

UNITED STATES CODE, TITLE 42

9831-9852c Head Start programs

9857-9858r Child Care and Development Block Grant

CODE OF FEDERAL REGULATIONS, TITLE 45

1301.1-1305.2 Head Start

Management Resources: (see next page)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Management Resources:

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Management Bulletin 21-11, Reopening, Reimbursement, Distance Learning Plans, and Distance Learning Requirements for California State Preschool Program Contractors, September 17, 2021

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Prekindergarten Learning Development Guidelines, 2000

First Class: A Guide for Early Primary Education, 1999

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Good Start, Grow Smart, April 2002

WEB SITES

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

California Association for the Education of Young Children: <http://www.caeyc.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

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

California Department of Social Services: <https://www.cdss.ca.gov/>

California Head Start Association: <http://caheadstart.org>

California Preschool Instructional Network: <http://www.cpin.us>

Child Development Policy Institute: <http://www.cdpi.net>

Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>

First 5 Association of California: <http://www.ccfc.ca.gov>

National Institute for Early Education Research: <http://nieer.org>

U.S. Department of Education: <http://www.ed.gov>

(10/18 12/20) 12/21

Center Unified SD

Board Policy

Preschool/Early Childhood Education

BP 5148.3

Students

The Superintendent or designee shall collaborate with the local child care and development planning council, the county office of education, other public agencies, organizations, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

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

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

(cf. 5148 - Child Care and Development)

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

District Preschool Programs

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools, either directly or through a subcontract with a public or private provider.

District preschool programs shall comply with all health and safety laws and regulations, including, when applicable, licensure requirements pursuant to 22 CCR 101156.

The Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

The Board shall set priorities for establishing or expanding services as resources become available, giving consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

(cf. 6171 - Title I Programs)

Preschool classroom needs shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the

Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

(cf. 1330.1 - Joint Use Agreements)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge.

(cf. 6011 - Academic Standards)

(cf. 6170.1 - Transitional Kindergarten)

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The district's preschool program shall provide appropriate services to support the needs of at-risk children.

(cf. 0415 - Equity)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6174 - Education for English Learners)

(cf. 6175 - Migrant Education Program)

To maximize the ability of children to succeed in the preschool program, the program shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

(cf. 3550 - Food Services/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)

The district shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

(cf. 1240 - Volunteer Assistance)

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

(cf. 4112.2 - Certification)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4131 - Staff Development)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (CCR 18105; 22 CCR 101218)

The Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106.

The Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community in order to assist families whose child care needs extend beyond the length of time that the district's part-day preschool program is offered.

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

The district's Williams uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the California State Preschool Program. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8235.5; 5 CCR

4610, 4611)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Superintendent or designee shall regularly report to the Board regarding enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8200-8499.10 Child Care and Development Services Act, especially:
8200-8209 General provisions for child care and development services
8230-8233 Migrant child care and development program
8235-8239.1 California State Preschool Program
8240-8244 General child care and development programs
8250-8252 Programs for children with special needs
8263 Eligibility and priorities for subsidized child development services
8263.3 Disenrollment of families due to reduced funding levels
8264.8 Center-based child care programs, staffing ratios
8273.1 Family fees
8360-8370 Personnel qualifications
8400-8409 Contracts, administrative appeal procedure
8493-8498 Facilities, capital outlay
8499.3-8499.7 Local child care and development planning councils
44065 Interchange between certificated and classified positions
44256 Credential types
48000 Transitional kindergarten
48985 Notification, primary language other than English

HEALTH AND SAFETY CODE

1596.70-1596.895 California Child Day Care Act
1596.90-1597.21 Day care centers

120325-120380 Immunization requirements

CODE OF REGULATIONS, TITLE 5

4680-4687 Williams uniform complaint procedures
18000-18434 Child care and development programs, especially:
18130-18136 California State Preschool Program
18295 Waiver of qualifications for site supervisor
80105-80125 Permits authorizing service in child development programs

CODE OF REGULATIONS, TITLE 22

101151-101239.2 General requirements, licensed child care centers, especially:
101151-101163 Licensing and application procedures
101212-101231 Continuing requirements

101237-101239.2 Facilities and equipment
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
6311-6322 Title I, relative to preschool
6371-6376 Early Reading First
6381-6381k Even Start family literacy programs
6391-6399 Education of migratory children
UNITED STATES CODE, TITLE 42
9831-9852c Head Start programs
9857-9858r Child Care and Development Block Grant
CODE OF FEDERAL REGULATIONS, TITLE 45
1301.1-1305.2 Head Start

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Preschool Learning Foundations

Dream Big for Our Youngest Children: Final Report of the California Early Learning Quality Improvement System Advisory Committee, 2010

Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009

Prekindergarten Learning Development Guidelines, 2000

First Class: A Guide for Early Primary Education, 1999

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016

Good Start, Grow Smart, April 2002

WEB SITES

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

California Association for the Education of Young Children: <http://www.caeyc.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

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

California Head Start Association: <http://caheadstart.org>

California Preschool Instructional Network: <http://www.cpin.us>

Child Development Policy Institute: <http://www.cdpi.net>

Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>

First 5 Association of California: <http://www.ccfc.ca.gov>

National Institute for Early Education Research: <http://nieer.org>

U.S. Department of Education: <http://www.ed.gov>

Policy

adopted: December 19, 2018

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

CSBA Sample

Administrative Regulation

Students

AR 5148.3(a)

PRESCHOOL/EARLY CHILDHOOD EDUCATION

Note: The following administrative regulation reflects the major requirements of the California State Preschool Program (CSPP) pursuant to Education Code ~~8235-8239.1~~ **8200-8340, as renumbered and amended by AB 131 (Ch. 116, Statutes of 2021).** ~~The CSPP consolidates state preschool programs (Education Code 8235-8237), family literacy programs (Education Code 8238-8238.4), and general child care and development programs to the extent that they serve children 3-4 years of age (Education Code 8240-8244).~~

The following administrative regulation does not reflect all requirements for other state and federally funded preschool program(s). The district may revise this administrative regulation to reflect other preschool program(s) it offers, such as the state migrant child care and development program (~~Education Code 8230-8233~~ **Welfare and Institutions Code 10235-10238, as renumbered and amended by AB 131**), child care and development services for children with special needs program (~~Education Code 8250-8252~~ **Welfare and Institutions Code 10260-10263, as renumbered and amended by AB 131**), federal Head Start program (42 USC 9831-9852), Title I preschool program (20 USC 6311-6322), or preschool program developed and funded by the district.

In addition to the program requirements described below, **other district policies may be applicable to preschool programs as may be subject to other policies** contained throughout the district's policy manual. (~~e.g. See~~ BP/AR 1240 - Volunteer Assistance, AR 3514.2 - Integrated Pest Management, BP/AR 3550 - Food Service/Child Nutrition Program, and BP/AR 5148 - Child Care and Development. Districts should consult legal counsel if they have questions regarding the applicability of other laws to the district's preschool program.

Education Code 8205, as amended by AB 131, clarifies that four-year-old children who are eligible to participate in a CSPP program include those children whose fifth birthday occurs after September 1 of the fiscal year in which they are enrolled in a California State Preschool Program (CSPP) and whose parent/guardian has opted to retain or enroll such child in a CSPP program.

Three-year-old children means children who will have their third birthday on or before December 1 of the fiscal year in which they are enrolled in a program approved by the California Department of Education (CDE) under the California State Preschool Program (CSPP). Children who have their third birthday on or after December 2 of the fiscal year, may be enrolled in a CSPP program on or after their third birthday. (Education Code 8205)

Four-year-old children means children who will have their fourth birthday on or before December 1 of the fiscal year in which they are enrolled in a CSPP program, or a child whose fifth birthday occurs after September 1 of the fiscal year in which they are enrolled in a CSPP program and whose parent or guardian has opted to retain or enroll them in a CSPP program. (Education Code 8205)

When approved by ~~the California Department of Education (CDE)~~ under the ~~California State Preschool Program (CSPP)~~, the district may operate one or more part-day or full-day preschool programs in accordance with law and the terms of its contract with CDE.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 5148 - Child Care and Development)

Note: Pursuant to Education Code 8207, as amended and renumbered by AB 131, CSPP programs must include certain required components, as reflected in Items 1-7 below. Item 8 is a recommended practice that may be revised to reflect the district's program.

The district's CSPP program shall include all of the following: (Education Code 8207)

- 1. Age and developmentally appropriate activities for children**
- 2. Supervision**
- 3. Parenting education and parent engagement**
- 4. Social services that include, but are not limited to, identification of child and family needs and referral to appropriate agencies**
- 5. Health services**
- 6. Nutrition**
- 7. Training and career ladder opportunities, documentation of which shall be provided to CDE**
- 8. Physical activity to support children's health**

Note: 5 CCR 18130 specifies the state regulations for child care and development programs that are applicable to CSPP programs. These requirements include, but are not limited to, the program components listed in 5 CCR 18272-18281. See AR 5148 - Child Care and Development for details regarding these required program components.

Pursuant to Education Code 8203.5, as amended and renumbered by AB 131, contracts between the California Department of Education (CDE) and districts for CSPP programs must include a requirement that a developmental profile be maintained for each child.

The district's preschool program shall include all required program components, ~~as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development~~, for the educational program, the creation of a developmental profile for each child, staff development, parent involvement and education, community involvement, health and social services, nutrition, and program evaluation, **as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development.** (~~5 CCR 18271-28281~~)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Minimum Hours/Days of Operation

Note: Pursuant to Education Code 8207, as amended and renumbered by AB 131, CSPP programs may be part-day or full-day. The following section may be revised to reflect district programs.

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. **(Education Code 8207; 5 CCR 18136)**

The district's full-day program shall operate for a minimum of 246 days per year, unless the contract specifies a lower number of days of operation. (Education Code 8207)

Staffing

Note: Education Code 8241, as amended and renumbered by AB 131, provides staffing ratios that apply until the Superintendent of Public Instruction (SPI) promulgates regulations to establish such ratios for center-based programs. Pursuant to Education Code 8241, CSPP programs must maintain a ratio of at least one adult to every eight children and at least one teacher to every 24 children.

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. ~~If the district cannot recruit a sufficient number of parents/guardians or volunteers to meet the required adult-child ratio, teacher aides shall be hired as necessary.~~ **(Education Code 8241, 5 CCR 18135, 18290)**

(cf. 1240 - Volunteer Assistance)

(cf. 6020 - Parent Involvement)

Note: Health and Safety Code 1596.7995 requires employees and volunteers at a day care center to be immunized against influenza, pertussis, and measles, with specified exemptions. Health and Safety Code 1597.055 adds a requirement for such teachers to obtain a tuberculosis clearance. Pursuant to Health and Safety Code 1596.76, a day care center includes a preschool. See AR 5148 - Child Care and Development for further information regarding immunization requirements for staff and volunteers. Districts that have not adopted AR 5148 - Child Care and Development may revise the following paragraph accordingly and expand it to include the exemptions specified in Health and Safety Code 1596.7995.

Any person employed at a district preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and AR 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. **(Health and Safety Code 1596.7995)**

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 0470 - COVID-19 Mitigation Plan)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

~~Wraparound Child Care Services~~

~~Note: The following section is optional. Because preschool programs operated under the CSPP are part-day programs only, Education Code 8329 encourages districts to contract with the California Department of Education (CDE) to offer "wraparound child care services" which combine preschool and general child care services to provide a full day of services for eligible families. Such programs must be consistent with requirements for general child care and development programs offered pursuant to Education Code 8240-8244; see BP/AR 5148 - Child Care and Development.~~

~~In accordance with its contract with CDE, the district may offer full-day services to meet the needs of eligible families through a combination of part-day preschool and wraparound child care services that are offered for the remaining portion of the day or year following completion of the preschool services. Child care and development services offered through this program shall meet the requirements of general child care and development programs pursuant to Education Code 8240-8244. (Education Code 8239)~~

~~Wraparound services shall operate a minimum of 246 days per year unless otherwise specified in the contract. Within this period of time, the part-day preschool program shall operate 175-180 days. After the completion of the preschool program, a part-time general child care and development program may operate a full day for the remainder of the year. (Education Code 8239)~~

Family Literacy Services

~~Note: The following section is optional. Contingent upon funding in the state Budget Act, Education Code 8238 and 8238.4 8220 and 8221, as renumbered by AB 131, provide for the Superintendent of Public Instruction SPI to distribute family literacy supplemental grant funds to qualifying CSPP contractors for the purposes described below.~~

When any district preschool program receives funding for family literacy services pursuant to Education Code ~~8238.4-8221~~, the Superintendent or designee shall coordinate the provision of: (Education Code ~~8238-8220~~)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

2. Parenting education for parents/guardians of children in participating classrooms to support their child's development of literacy skills, including, but not limited to, parent education in:
 - a. Providing support for the educational growth and success of their children
 - b. Improving parent-school communications and parental understanding of school structures and expectations
 - c. Becoming active partners with teachers in the education of their children
 - d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the district special education referral
3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve academic skills of parents/guardians

(cf. 6200 - Adult Education)

4. Staff development for teachers in participating classrooms that includes, but is not limited to:
 - a. Development of a pedagogical knowledge, including, but not limited to, improved instructional and behavioral strategies
 - b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
 - c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities
 - d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

(cf. 4131 - Staff Development)

Eligibility and Enrollment Priorities for Part-Day CSPP Programs

Note: Education Code 8208, as amended and renumbered by AB 131, revises the eligibility criteria and enrollment priorities for part-day CSPP programs and adds eligibility criteria and enrollment priorities for full-day CSPP programs. The following section reflects eligibility criteria and enrollment

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

priorities for the **part-day CSPP programs** pursuant to state law and regulations. See the section on **"Eligibility and Enrollment Priorities for Full-Day CSPP Programs"** below for **full-day program requirements**.

5 CCR 18105 mandates that a district operating a CSPP program develop written admissions policies and procedures that conform to the requirements of 22 CCR 101218, including, but not limited to, criteria designating those children whose needs can be met by the program and services and the ages of children who will be accepted.

~~Children eligible for the district's CSPP program include those who will have their third or fourth birthday on or before December 1 of the fiscal year that they are being served. Children who have their third birthday on or after December 2 may be enrolled on or after their third birthday. (Education Code 8208, 8235, 8236)~~

A three-year-old or four-year-old child is eligible for a part-day CSPP program if the child's family is one of the following: (Education Code 8208)

- 1. A current aid recipient**
- 2. Income eligible**
- 3. Homeless**
- 4. One whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected or exploited**

After all eligible three- and four-year-old children have been enrolled as provided above, a part-day CSPP program may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold, as described in Education Code 8213. No more than 10 percent of all the children enrolled in the CSPP program shall be from families above the income eligibility threshold. (Education Code 8208)

In addition, after all otherwise eligible children have been enrolled as provided in the paragraphs above, a part-day CSPP program may provide services to three- and four-year-old children in families whose income is above the income eligibility threshold if those children are children with disabilities. Such children with disabilities enrolled in part-day CSPP program shall not count towards the 10-percent limit described above. (Education Code 8208)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

A CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced price lunch may enroll four-year-old children after all otherwise eligible children have been enrolled as provided in the paragraphs above. (Education Code 8208 and 8217)

The district shall certify eligibility and enroll families into their program within 120 calendar days prior to the first day of the beginning of the new preschool year. Subsequent to enrollment, a child shall be deemed eligible for a part-day CSPP program for the remainder of the program year. (Education Code 8208)

The district shall give priority for part-day CSPP programs as follows: (Education Code 8210)

- 1. The first priority for services shall be given to three-year-old or four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused, or exploited and for whom there is a written referral from a legal, medical, or social service agency. If the district is unable to enroll a child in this first priority category, the district shall refer the child's parent/guardian to local resources and referral services so that services for the child can be located.**
- 2. The second priority for services shall be given to eligible four-year-old children who are not enrolled in a state-funded transitional kindergarten (TK) program. Within this priority category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the Superintendent of Public Instruction (SPI) at the time of enrollment, shall be enrolled first.**

If two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, a child with disabilities shall be enrolled first. If there are no families with a child with disabilities, the child that has been on the waiting list for the longest time shall be admitted first.

- 3. The third priority shall be given to eligible three-year-old children. Within this priority category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the Superintendent at the time of enrollment, shall be enrolled first.**
- 4. The fourth priority, after all otherwise eligible children have been enrolled, shall be children from families whose income is no more than 15 percent above the**

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

eligibility income threshold, as described in Education Code 8213. Within this priority category, priority shall be given to four-year-old children before three-year-old children.

5. The fifth priority, after all otherwise eligible children have been enrolled, shall be a child with disabilities whose family's income is above the income eligibility threshold, as described in Education Code 8213. Within this priority category, priority shall be given to four-year-old children before three-year-old children.
6. After all otherwise eligible children have been enrolled in the first through fifth priority categories, as described in Items #1-5 above, a CSPP program site operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced price lunch as described in Education Code 8217 may enroll any four-year-old children whose families reside within the attendance boundary of the qualified elementary school. These children shall, to the extent possible, be enrolled by lowest to highest income according to the most recent schedule of income ceiling eligibility table.

Eligibility and Enrollment Priorities for Full-Day CSPP Programs

Note: Pursuant to Education Code 8208, as amended and renumbered by AB 131, districts may operate full-day CSPP programs. Education Code 8211, as added by AB 131, sets eligibility criteria and enrollment priorities for full-day CSPP programs.

A three-year-old or four-year-old child is eligible for a full-day CSPP program if the family meets both of the following requirements: (Education Code 8208)

1. The child's family is a current aid recipient, income eligible, homeless, or one whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited.
2. The child's family needs the childcare services because of either the following:
 - a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services; as being or at risk of being neglected, abused, or exploited; or as being homeless
 - b. The parents/guardians are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

After all families meeting the criteria specified in Items #1 and 2 above have been enrolled, a full-day CSPP program may provide services to three- and four-year-old children in families who do not meet at least one of the criteria in Item #2 above. (Education Code 8208)

After all otherwise eligible children have been enrolled as provided above, a CSPP program operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced price lunch as described in Education Code 8217 may enroll any four-year-old child. (Education Code 8208)

Upon establishing initial eligibility or ongoing eligibility for a full-day CSPP program, a family shall be considered to meet all eligibility and need requirements for those services for not less than 12 months, shall receive those services for not less than 12 months before having eligibility or need recertified, and shall not be required to report changes to income or other changes for at least 12 months. However, a family that establishes initial eligibility or ongoing eligibility on the basis of income shall report increases in income that exceed the threshold for ongoing income eligibility, as described in Education Code 8213, and the family's ongoing eligibility for services shall at that time be recertified. In addition, a family may, at any time, voluntarily report income or other changes. This information shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of the family's eligibility before recertification. (Education Code 8208)

~~To be eligible for subsidized services, families shall meet at least one requirement in each of the following areas: (Education Code 8235, 8239, 8263, 8263.1)~~

- ~~1. The family is a current aid recipient, income eligible, homeless, and/or one whose children are recipients of protective services or have been identified as being, or at risk of being, abused, neglected, or exploited.~~
- ~~2. The family needs child care services due to either of the following circumstances:~~
 - ~~a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless.~~

(cf. 6173—Education for Homeless Children)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

- b. ~~The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or for the attainment of a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated.~~

Note: Pursuant to Education Code 8263, as amended by SB 75 (Ch. 51, Statutes of 2019), a family may be eligible for a full-day CSPP program without meeting the requirements related to the need for child care services if all families meeting those requirements have been enrolled.

If all families meeting at least one of the criteria specified in item #2 have been enrolled, a full-day CSPP program may provide services to families who do not meet any of those criteria, provided the criteria in item #1 are met. (Education Code 8263)

Enrollment Priority

Note: The following paragraph may be revised to reflect district practice. Unless state funding is allocated to support the "centralized eligibility list" established in each county pursuant to Education Code 8499.5 **Welfare and Institutions Code 10231**, such lists will be maintained only if locally funded. In situations where there is no locally-funded centralized eligibility list or the district elects not to participate in the local list, the district must establish its own waiting list in accordance with admission priorities pursuant to 5 CCR 18106.

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment in a preschool program shall be given to neglected or abused children ages 3-4 who are recipients of child protective services or who, based upon written referral from a legal, medical, or social service agency, are at risk of being neglected, abused, or exploited. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8236, 8236.3; 5 CCR 18131)

(cf. 1400—Relations Between Other Governmental Agencies and the Schools)
(cf. 1700—Relations Between Private Industry and the Schools)

After all children with first priority are enrolled, the district shall give second priority to eligible children 4 years of age who are not enrolled in a transitional kindergarten (TK) program prior to enrolling eligible children 3 years of age. (Education Code 8236, 8236.3)

Note: Education Code 8236.3 **8217**, as added by SB 75, establishes enrollment priorities for schools where at least 80 percent of students are eligible for free or reduced-price meals. First and second priority for enrollment in such programs is the same as for other programs as described in the preceding two paragraphs.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

~~If a CSPP program is operating within the attendance boundaries of a school where at least 80 percent of the students are eligible for free or reduced-price meals, third priority for enrollment shall be for families who meet the criteria of Education Code 8263 specified in items #1-2 in the section "Eligibility" above. Any remaining slots may be open to any families not otherwise eligible, provided that the families prove residency within the attendance boundary of the school and priority is given to families with the lowest income. (Education Code 8236.3)~~

~~Note: Education Code 8235 allows CSPP programs to provide services to children with disabilities whose family income is above the income eligibility threshold. Such children do not count towards the 10 percent limitation for otherwise ineligible children as described below.~~

~~After all otherwise eligible children have been enrolled, the program may provide services to children with disabilities who are ages 3-4 and whose family income is above the income eligibility threshold. (Education Code 8235)~~

~~In addition, after enrolling all eligible children, up to 10 percent of the program's enrollment, calculated throughout the entire contract, may be filled with children who exceed the age limitations and children whose family income exceeds the income eligibility threshold by no more than 15 percent. (Education Code 8235; 5 CCR 18133)~~

~~The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the remainder of the program year. (Education Code 8237; 5 CCR 18082)~~

~~Note: The following paragraph may be revised to reflect district practice. Unless state funding is allocated to support the "centralized eligibility list" established in each county pursuant to Education Code 8499.5 Welfare and Institutions Code 10231, such lists will be maintained only if locally funded. In situations where there is no locally funded centralized eligibility list or the district elects not to participate in the local list, the district must establish its own waiting list in accordance with admission priorities pursuant to 5 CCR 18106.~~

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

Notice of Action

~~Note: Pursuant to 5 CCR 18082-18083, the parent/guardian must submit an application for services which contains specified information and documentation. The application form is available on CDE's web site. Upon receiving an application, a person designated by the district must certify the family's or child's eligibility.~~

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Upon receiving a parent/guardian's application for services, the Superintendent or designee shall review the application and documentation and shall certify the eligibility of the family or child.

Note: Pursuant to 5 CCR 18130, CSPP programs are subject to 5 CCR 18094 and 18118, which require the district to provide written notification to parents/guardians as to whether their application for subsidized services has been approved or denied. For this purpose, the district should use the Notice of Action form available on CDE's web site. If the services are denied, the parent/guardian may appeal the decision in accordance with 5 CCR 18120-18122; see section "Parent Hearing" below.

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18095, 18118)

(cf. 5145.6 - Parental Notifications)

Note: 5 CCR 18095 and 18119 require the district to notify a parent/guardian of any change in services or fees as described below. For such notification, the district should use the Notice of Action form available on CDE's web site. Parents/guardians may appeal such actions pursuant to 5 CCR 18120-18122; see section "Parent Hearing" below.

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that the parent/guardian no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file including, but not limited to, a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the district has made a diligent search for children eligible for subsidized services. (5 CCR **18081, 18084**, 18130, 18133, ~~18081, 18084~~)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Combined Preschool/Transitional Kindergarten Classroom

Note: Education Code ~~8235-8207~~, as amended and renumbered by AB 131, and 48000 allow districts to place 4-year-old children enrolled in a CSPP program into a TK program and to commingle children from both programs in the same classroom as long as all of the requirements of each program are met and the district adheres to the requirements listed in the following section. See BP 6170.1 - Transitional Kindergarten for eligibility requirements pertaining to the TK program pursuant to Education Code 48000.

When a child is eligible for both the preschool program and the district's TK program, the district may place the child in a classroom which is commingled with children from both programs as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code ~~8235 8207~~, 48000)

1. An early childhood environment rating scale, as specified in 5 CCR 18281, shall be completed for the classroom.
2. All children enrolled for 10 or more hours per week shall be evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272.
3. The classroom shall be taught by a teacher who holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256.
4. The classroom shall comply with the adult-child ratio specified in Education Code 8264.8.
5. Contractors of the district shall report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068.
6. The classroom shall not include children enrolled in TK for a second year or children enrolled in a regular kindergarten classroom.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)*(cf. 5111 - Admission)**(cf. 6170.1 - Transitional Kindergarten)***Fees and Charges**

Fees for participation in the district's **full-day CSPP preschool** program shall be assessed and collected in accordance with the fee schedule established by the ~~Superintendent of Public Instruction (SPI)~~ **in conjunction with the California Department of Social Services.** (Education Code ~~8273-8252~~; 5 CCR 18078)

Note: Pursuant to AB 131, the Legislature allocated additional funds to provide subsidized child care to families and to provide CSPP programs with COVID-19 pandemic-related assistance. Education Code 8252, as amended by AB 131, provides that family fees may not be collected for families receiving subsidized child care services from CSPP programs administered by CDE for the 2021-2022 school year.

According to CDE Management Bulletin 21-12, Guidance on Family Fees for Fiscal Year (FY) 2021-22, families must promptly receive a refund for any fees collected for the month of July 2021 and any families disenrolled due to delinquent family fees for fiscal year 2021-22 must be promptly reenrolled if the family so desires.

However, for the 2021-2022 school year, family fees shall not be collected as specified in Education Code 8252.

(cf. 3260 - Fees and Charges)

~~However,~~**In addition**, no fee shall be charged to an ~~income~~-eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code ~~8273.1-8253~~; 5 CCR 18110)

A family may be exempt from the fees for up to 12 months if the child qualifies for preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused or neglected. (Education Code **8253**)

Note: Education Code ~~8273.3-8254~~, as amended and renumbered by AB 131, authorizes a district offering a CSPP program to charge a fee for field trips and/or to require parents/guardians to provide diapers, but **mandates** that the district adopt policy to include parents/guardians in the decision-making about such fees, as provided below. Pursuant to Education Code ~~8273.3-8254~~, the fees cannot exceed \$25 per child in the contract year. The following paragraph may be modified to delete diapers as appropriate for the age of the children served.

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers and/or whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code ~~8273.3~~ **8254**)

Disenrollment Based on Reduced Funding

Note: Education Code ~~8263.3~~ **8214**, as amended and renumbered by AB 131, specifies the order by which families will be disenrolled from ~~subsidized preschool services~~ ~~child care and development services~~ when funding levels are reduced. The following list applies that order of disenrollment to CSPP programs but takes into account the priority specified in Education Code 8236 to enroll children 4 years of age before enrolling children 3 years of age.

When necessary to disenroll families from subsidized preschool services, When necessary due to a reduction in state reimbursements, families shall be disenrolled in reverse priority order for services as specified in Education Code 8210 and 8211 and as described above in the sections "Eligibility and Enrollment Priority for Part-Day CSPP Programs" and "Eligibility and Enrollment Priority for Full-Day CSPP Programs." (Education Code 8214)

~~the following order: (Education Code 8236, 8263.3)~~

- ~~1. Children 3 years of age whose families have the highest income in relation to family size shall be disenrolled first, followed by children 4 years of age whose families have the highest income in relation to family size.~~
- ~~At each age level, if two or more families have the same income ranking, the child with disabilities shall be disenrolled last. If there are no families that have a child with disabilities, the child who has received services the longest shall be disenrolled first.~~
- ~~2. Families of children 3 or 4 years of age who are receiving child protective services or who have been documented to be at risk of being neglected or abused, regardless of income, shall be disenrolled last.~~

Expulsion/Unenrollment Based on Behavior

A district preschool program shall not expel or unenroll a child based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Education Code ~~8239.1~~ **8222**)

1. Inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

2. If the child has an individualized family service plan (IFSP) or individualized education program (IEP), with written parent/guardian consent, contact the agency or district employee responsible for such plan or program to seek consultation in regard to serving the child

(cf. 6159 - Individualized Education Program)

3. If the child does not have an IFSP or IEP, consider if it is appropriate to complete a universal screening of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, implementing behavior supports within the program, and considering an IEP for the child

If the district has taken the actions specified in items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the district shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. **The district may then unenroll the child. The district shall have up to 180 days to complete the actions described above. Within 180 days of the start of the process, the district may unenroll the child.** (Education Code 8239.1 8222)

Note: A joint statement by the U.S. Department of Education and U.S. Department of Health and Human Services, Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, clarifies that preschool children with disabilities who are eligible for services under the Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482) are entitled to the same disciplinary protections that apply to all other IDEA-eligible students with disabilities, may not be subjected to impermissible disciplinary changes of placement for misconduct that is caused by or related to their disability, and must continue to receive educational services consistent with their right to a free appropriate public education. The statement indicates the need for the child's individualized education program (IEP) team to consider the use of positive behavioral interventions and supports when developing or modifying the IEP to reduce the need for discipline of a child with disabilities and avoid suspension or expulsion from a preschool program.

Children with disabilities may only be suspended or expelled in conformance with the procedures and limitations of the Individuals with Disabilities Education Act.

Parent Hearing

Note: Pursuant to 5 CCR 18130, districts are subject to the requirements of 5 CCR 18120-18122 to provide due process to parents/guardians who disagree with certain district actions, such as when services are denied, there is a change in services or fees, or their child is disenrolled.

If a parent/guardian disagrees with any district action to deny the child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

change the level of services, the parent/guardian may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, the parent/guardian may, within 14 calendar days, appeal the decision to CDE. (5 CCR 18120-18122)

(10/18 12/20) 12/21

Center Unified SD

Administrative Regulation

Preschool/Early Childhood Education

AR 5148.3
Students

When approved by the California Department of Education (CDE) under the California State Preschool Program (CSPP), the district may operate one or more part-day preschool programs in accordance with law and the terms of its contract with CDE.

(cf. 5148 - Child Care and Development)

The district's preschool program shall include all required program components, as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development, for the educational program, the creation of a developmental profile for each child, staff development, parent involvement and education, community involvement, health and social services, nutrition, and program evaluation. (5 CCR 18271-28281)

Minimum Hours/Days of Operation

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8235; 5 CCR 18136)

Staffing

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. If the district cannot recruit a sufficient number of parents/guardians or volunteers to meet the required adult-child ratio, teacher aides shall be hired as necessary. (5 CCR 18135, 18290)

(cf. 1240 - Volunteer Assistance)
(cf. 6020 - Parent Involvement)

Any person employed at a district preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and AR 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

Wraparound Child Care Services

In accordance with its contract with CDE, the district may offer full-day services to meet the needs of eligible families through a combination of part-day preschool and wraparound child care services that are offered for the remaining portion of the day or year following completion of the preschool services. Child care and development services offered through this program shall meet the requirements of general child care and development programs pursuant to Education Code 8240-8244. (Education Code 8239)

Wraparound services shall operate a minimum of 246 days per year unless otherwise specified in the contract. Within this period of time, the part-day preschool program shall operate 175-180 days. After the completion of the preschool program, a part-time general child care and development program may operate a full day for the remainder of the year. (Education Code 8239)

Family Literacy Services

When any district preschool program receives funding for family literacy services pursuant to Education Code 8238.4, the Superintendent or designee shall coordinate the provision of: (Education Code 8238)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development
2. Parenting education for parents/guardians of children in participating classrooms to support their child's development of literacy skills, including, but not limited to, parent education in:
 - a. Providing support for the educational growth and success of their children
 - b. Improving parent-school communications and parental understanding of school structures and expectations
 - c. Becoming active partners with teachers in the education of their children
 - d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the district special education referral
3. Referrals to providers of adult education and instruction in English as a second language

as necessary to improve academic skills of parents/guardians

(cf. 6200 - Adult Education)

4. Staff development for teachers in participating classrooms that includes, but is not limited to:

a. Development of a pedagogical knowledge, including, but not limited to, improved instructional and behavioral strategies

b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms

c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities

d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

(cf. 4131 - Staff Development)

Eligibility and Enrollment

Children eligible for the district's CSPP program include those who will have their third or fourth birthday on or before December 1 of the fiscal year that they are being served. Children who have their third birthday on or after December 2 may be enrolled on or after their third birthday. (Education Code 8208, 8235, 8236)

Eligibility for the CSPP program shall be as follows:

1. Children shall be eligible for subsidized preschool services if their family is a current aid recipient, income eligible, or homeless and/or the children are recipients of protective services or have been identified as being, or at risk of being, abused, neglected, or exploited. (Education Code 8235, 8263, 8263.1)

2. Children shall be eligible for subsidized wraparound preschool and child care services if their family meets at least one of the criteria specified in item #1 above and needs child care services due to either of the following circumstances: (Education Code 8239, 8263)

a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless.

(cf. 6173 - Education for Homeless Children)

b. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or for the attainment of a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated.

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment in a preschool program shall be given to neglected or abused children ages 3-4 who are recipients of child protective services or who, based upon written referral from a legal, medical, or social service agency, are at risk of being neglected, abused, or exploited. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8236; 5 CCR 18131)

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

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

After all children with first priority are enrolled, the district shall give second priority to eligible children 4 years of age who are not enrolled in a transitional kindergarten (TK) program prior to enrolling eligible children 3 years of age. (Education Code 8236)

After all otherwise eligible children have been enrolled, the program may provide services to children with disabilities who are ages 3-4 and whose family income is above the income eligibility threshold. (Education Code 8235)

In addition, after enrolling all eligible children, up to 10 percent of the program's enrollment, calculated throughout the entire contract, may be filled with children who exceed the age limitations and children whose family income exceeds the income eligibility threshold by no more than 15 percent. (Education Code 8235; 5 CCR 18133)

The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the remainder of the program year. (Education Code 8237; 5 CCR 18082)

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18095, 18118)

(cf. 5145.6 - Parental Notifications)

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but

not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that he/she no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file including, but not limited to, a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the district has made a diligent search for children eligible for subsidized services. (5 CCR 18130, 18133, 18081, 18084)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Combined Preschool/Transitional Kindergarten Classroom

When a child is eligible for both the preschool program and the district's TK program, the district may place the child in a classroom which is commingled with children from both programs as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8235, 48000)

1. An early childhood environment rating scale, as specified in 5 CCR 18281, shall be completed for the classroom.
2. All children enrolled for 10 or more hours per week shall be evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272.
3. The classroom shall be taught by a teacher who holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256.
4. The classroom shall comply with the adult-child ratio specified in Education Code

8264.8.

5. Contractors of the district shall report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068.

6. The classroom shall not include children enrolled in TK for a second year or children enrolled in a regular kindergarten classroom.

(cf. 5111 - Admission)

(cf. 6170.1 - Transitional Kindergarten)

Fees and Charges

Fees for participation in the district's preschool program shall be assessed and collected in accordance with the fee schedule established by the Superintendent of Public Instruction (SPI). (Education Code 8273; 5 CCR 18078)

(cf. 3260 - Fees and Charges)

However, no fee shall be charged to an income-eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code 8273.1; 5 CCR 18110)

A family may be exempt from the fees for up to 12 months if the child qualifies for preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused or neglected. (Education Code 8273.1)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers and/or whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

Disenrollment Based on Reduced Funding

When necessary due to a reduction in state reimbursements, families shall be disenrolled in the following order: (Education Code 8236, 8263.3)

1. Children 3 years of age whose families have the highest income in relation to family size shall be disenrolled first, followed by children 4 years of age whose families have the highest income in relation to family size.

At each age level, if two or more families have the same income ranking, the child with disabilities shall be disenrolled last. If there are no families that have a child with disabilities, the child who has received services the longest shall be disenrolled first.

2. Families of children 3 or 4 years of age who are receiving child protective services or who have been documented to be at risk of being neglected or abused, regardless of income, shall be disenrolled last.

Expulsion/Unenrollment Based on Behavior

A district preschool program shall not expel or unenroll a child based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Education Code 8239.1)

1. Inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program
2. If the child has an individualized family service plan (IFSP) or individualized education program (IEP), with written parent/guardian consent, contact the agency or district employee responsible for such plan or program to seek consultation in regard to serving the child

(cf. 6159 - Individualized Education Program)

3. If the child does not have an IFSP or IEP, consider if it is appropriate to complete a universal screening of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, implementing behavior supports within the program, and considering an IEP for the child

If the district has taken the actions specified in items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the district shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. Within 180 days of the start of the process, the district may unenroll the child. (Education Code 8239.1)

Children with disabilities may only be suspended or expelled in conformance with the procedures and limitations of the Individuals with Disabilities Education Act.

Parent Hearing

If a parent/guardian disagrees with any district action to deny his/her child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, he/she may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, he/she may, within 14 calendar days, appeal the decision to CDE. (5 CCR 18120-18122)

Regulation
approved: December 19, 2018

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

CSBA Sample Board Policy

Instruction

BP 6112(a)

SCHOOL DAY

Note: The following **optional** policy may be revised to reflect district practice. California law specifies the minimum length of the school day for elementary and secondary schools; see the accompanying administrative regulation. **In its Frequently Asked Questions about independent study, the California Department of Education (CDE) has clarified that the same minimum school day requirements apply to traditional independent study as for students attending in-person instruction.**

The Governing Board shall fix the length of the school day ~~subject to the provisions of in accordance with law.~~ (Education Code 46100)

(cf. 6111 - School Calendar)

At each school, the ~~The~~ length of the school day shall ~~apply equally to students with disabilities unless otherwise be the same for all students,~~ **except as otherwise permitted by law. For any student with a disability, the length of the school day shall be as specified in the student's individualized education program or Section 504 plan.**

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Note: The following **optional** paragraph is for use by districts that maintain elementary schools and may be modified to reflect district practice. Pursuant to Education Code 33350, ~~the California Department of Education~~ **CDE** encourages districts to provide daily recess periods for elementary students, featuring time for unstructured but supervised play. The Superintendent of Public Instruction's Task Force on Obesity, Type 2 Diabetes, and Cardiovascular Disease recommends that students in grades K-6 be provided with recess or other physical activity breaks at least once per 120 minutes of instruction. The National Association for Sport and Physical Education recommends daily recess breaks of at least 20 minutes each day.

The daily schedule for elementary schools shall include at least one ~~daily~~ period of recess of at least 20 minutes ~~in length in order to provide, during which~~ **students with unstructured but shall be provided supervised opportunities to engage in unstructured physical activity.**

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Note: The remainder of this policy applies to districts that maintain secondary schools and may be modified to reflect district practice.

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities, and applicable legal requirements.

SCHOOL DAY (continued)

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

Prior to implementing a block **or alternative** schedule ~~program in which that will allow~~ secondary students ~~to attend class~~ **school** for fewer school days **than the total number of school days for which the school is in session**, the Board shall consult ~~with the certificated and classified employees of the school~~ **in good faith, in a good faith** ~~an effort~~ to reach agreement with the certificated and classified employees of the school, ~~and shall also consult with~~ parents/guardians of the students who would be affected by the change, and the community at large. Such consultation shall include at least one public hearing for which the Board ~~has given~~ **shall give** adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

(cf. 9320 - Meetings and Notices)

Legal Reference: (see next page)

SCHOOL DAY (continued)

Legal Reference:

EDUCATION CODE

8970-8974 Early primary program, including extended-day kindergarten
 37202 Equal time in all schools
 37670 Year-round schools
 46010 Total days of attendance
 46100 Length of school day
 46110-46119 Kindergarten and elementary schools, day of attendance
46120 Kindergarten and elementary schools, expanded learning opportunity program
 46140-46147 Junior high school and high school, day of attendance
46148 School day for middle and high school
 46160-46162 Alternative schedule - junior high and high school
 46170 Continuation schools, minimum day
 46180 Opportunity schools, minimum day
 46190-46192 Adult education classes, day of attendance
 46200-46206 Minimum instructional time
 48200 Compulsory attendance for minimum school day
 48663 Community day school, minimum school day
 48800-48802 Concurrent enrollment in community college
 51222 Physical education, instructional minutes
 51760-51769.5 Work experience education
 52325 Regional occupational center, minimum day

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

2021-22 AA & IT Independent Study FAQs, 2021

Clarifications for Student Learning in Quarantine, 2021

Conducting Individualized Determinations of Need, 2021

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION STATEMENTS

Recess for Elementary School Students, 2006

STATE BOARD OF EDUCATION POLICY STATEMENTS

99-03 Physical Education (PE) Requirements for Block Schedules, July 2006

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Extending Learning Time for Disadvantaged Students, August 1995

WEST ED PUBLICATIONS

Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005

WEB SITES

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

National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>

State Board of Education: <http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>

U.S. Department of Education: <http://www.ed.gov>

WestEd: <http://www.wested.org>

(11/02 4/13) 12/21

Policy 6112: School Day

Status: ADOPTED

Original Adopted Date: 11/20/2013

The Governing Board shall fix the length of the school day subject to the provisions of law. (Education Code 46100)

(cf. 6111 - School Calendar)

The length of the school day shall apply equally to students with disabilities unless otherwise specified in the student's individualized education program or Section 504 plan.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

The schedule for elementary schools shall include at least one daily period of recess of at least 20 minutes in length in order to provide students with unstructured but supervised opportunities for physical activity.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities, and applicable legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

Prior to implementing a block schedule program in which secondary students attend class for fewer school days, the Board shall consult with the certificated and classified employees of the school in a good faith effort to reach agreement and shall also consult with parents/guardians of the students who would be affected by the change and the community at large. Such consultation shall include at least one public hearing for which the Board has given adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

(cf. 9320 - Meetings and Notices)

CSBA Sample

Board Policy

Instruction

BP 6143(a)

COURSES OF STUDY

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

Note: The following **optional** paragraph should be revised to reflect the grade levels offered by the district. For example, unified school districts need to be concerned about articulation of courses within the district and with postsecondary institutions, whereas elementary districts and high school districts will need to address articulation with each other.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately **or require or refuse participation by any student** on the basis of **the student's actual or perceived** sex, sexual orientation, gender, **gender expression, gender identity**, ethnic group identification, **immigration status**, race, ancestry, national origin, religion, color, ~~or~~ mental or physical disability, **or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics or require or refuse participation by any of its students on any such basis.** (Education Code 200, 220; Government Code 11135; Penal Code 422.55; 5 CCR 4940)

(cf. 0415 - Equity)

(cf. 5145.3 - Nondiscrimination/Harassment)

Elementary Grades

Note: The following section is for use by districts offering elementary grades and may be revised to reflect district practice. Education Code 51225.4 **mandates** elementary school districts to certify to the

COURSES OF STUDY (continued)

Superintendent of Public Instruction that they have adopted a policy to implement a course of instruction that sufficiently prepares students for the secondary courses required for graduation pursuant to Education Code 51225.3.

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

Note: Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and prerequisites for admission to California public colleges. Education Code 51228 also requires districts to offer such students the opportunity to attain entry-level employment skills. Pursuant to Education Code 51228, districts that adopt a course of study that meets or exceeds the state model curriculum standards in career technical education will be deemed to have satisfied the requirement.

Education Code 66204 prohibits a public school from establishing any policy or practice that directs any student away from choosing programs that prepare a student academically for college, especially for cultural or linguistic reasons.

The following paragraph is for use by districts maintaining any of grades 7-12 and should be revised to reflect the grade levels offered by the district.

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. **The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry.** (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6141.5 - Advanced Placement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6178 - Career Technical Education)

Note: The remainder of this policy is for use by districts maintaining any of grades 9-12.

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

COURSES OF STUDY (continued)

Note: Among the criteria for admission to the University of California (UC) or California State University system is a requirement that high school students satisfactorily complete 15 ~~yearlong/30 semester units~~ of specified courses ("a-g" courses). These include a growing number of career technical education courses that connect knowledge of academic content with practical or work-related applications.

In order to qualify as an "a-g" course, the course must first be submitted to and approved by UC. Education Code 51229 requires that districts annually provide the list of certified courses to students in grades 9-12 and their parents/guardians; see the accompanying administrative regulation and E 5145.6 - Parental Notifications.

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

*Legal Reference:***EDUCATION CODE****200 Educational equity****220 Prohibition of discrimination****234.1 Categorical program monitoring and prohibition of discrimination, harassment, intimidation, and bullying****234.7 Student protections relating to immigration and citizenship status****33319.3 Driver education; CDE materials on road rage****33540 Government and civics instruction in interaction with government agencies****48980 Parental notifications****49060-49079 Student records****51202 Instruction in personal and public health and safety****51203 Instruction on alcohol, narcotics and restricted dangerous drugs****51204 Course of study designed for student's needs****51204.5 Social science instruction; history of California; contributions of various groups****51210-51212 Course of study for grades 1-6****51220-51230 ~~51229~~ Course of study for grades 7-12****51241 Exemption from physical education****51911-51921 Comprehensive health education****51930-51939 California Healthy Youth Act ~~Comprehensive sexual health and HIV/AIDS prevention instruction~~****51940 Curriculum for brain and spinal cord injury prevention****60040-60052 Requirements for instructional materials****66204 Certification of high school courses as meeting university admission criteria***Legal Reference continued: (see next page)*

COURSES OF STUDY (continued)

Legal Reference: (continued)

GOVERNMENT CODE

7282-7282.5 Standards for responding to U.S. Immigration and Customs enforcement holds

7283-7283.2 Standards for participation in U.S. Immigration and Customs enforcement programs

7284-7284.12 Cooperation with immigration authorities

11135 Discrimination

HEALTH AND SAFETY CODE

11032 Definitions of dangerous drugs

PENAL CODE

422.55 Hate crime

CODE OF REGULATIONS, TITLE 5

430-438 Student Records

4940 Nondiscrimination; course access

10020-10043 Automobile driver education and training

10060 Physical education program

UNITED STATES CODE, TITLE 20

6111-6251 School-to-Work Opportunities Act of 1994

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

Management Resources:

WEB SITES

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

American Heart Association: <https://www.heart.org>

American Red Cross, Hands-Only CPR: <https://www.redcross.org/take-a-class>

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.californiacolleges.edu>

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

California State University, Admission Requirements: http://www.csumentor.edu/planning/high_school

California Student Aid Commission: <https://www.csac.ca.gov>

Federal Student Aid: <https://studentaid.gov>

University of California, a-g Course Submissions:

<https://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses>

University of California, List of Approved a-g Courses: <https://hs-articulation.ucop.edu/agcourselist>

U.S. Department of Education: <https://www.ed.gov>

(11/11 12/19) 12/21

Policy 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 02/20/2008

The Governing Board recognizes that a well-articulated sequence of courses fosters academic progress and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and/or the workplace.

(cf. 6141 - Curriculum Development and Evaluation)

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

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district and, as necessary, shall work with representatives of appropriate area districts to ensure articulation of courses between elementary and secondary schools.

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary school course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

The district shall offer all otherwise qualified students in secondary grades a course of study that, upon graduation from high school, prepares them to meet the requirements and prerequisites for admission to California public colleges and universities and/or attain entry-level employment skills in business or industry. (Education Code 51228)

The Superintendent or designee shall ensure that all otherwise qualified students have a timely opportunity, within the four years before graduation, to enroll in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation from high school. (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6030 - Integrated Academic and Vocational Instruction)

(cf. 6141.5 - Advanced Placement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6178 - Vocational Education)

In addition, the course of study for high school students shall include instruction in skills and knowledge for adult life and career technical training. (Education Code 51224)

The Superintendent or designee shall develop a process by which courses are submitted to the University of California (UC) for review and certification in order to meet university admission criteria. He/she shall maintain an accurate list of all current district high school courses that have been so certified and shall ensure that the list is provided annually to each student in grades 9-12 and that updated lists are made readily available. (Education Code 66204)

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the college admission requirements
2. A list of the current UC and California State University (CSU) web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU

3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)

4. The Internet address for the portion of the web site of the CDE where students can learn more about career technical education

5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

(cf. 5145.6 - Parental Notifications)

(cf. 6164.2 - Counseling/Guidance Services)

CSBA Sample Administrative Regulation

Instruction

A.R. 6143(a)

COURSES OF STUDY

Note: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels ~~offered~~ ~~it offers~~.

Grades 1-6

Note: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

Courses of study for grades 1-6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

- a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic,

COURSES OF STUDY (continued)

political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments
- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

- 4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

- 5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise #6a-e below to indicate topics that will be addressed in grades K-6.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

- 6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

COURSES OF STUDY (continued)

- a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (**CPR**) when appropriate equipment is available

(cf. 6142.8 - Comprehensive Health Education)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

Note: The following item is optional pursuant to Education Code 51202.

- f. Violence as a public health issue
7. Physical education; with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

Note: Item #8 below is optional . Education Code 51210.5 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed in items #1-7 above. Pursuant to Education Code 51210.5, such instruction may include personal testimony in the form of oral or video histories that illustrate the economic and cultural effects of violence within a city, the state, and the country. See BP 6142.94 - History-Social Science Instruction.

8. Violence awareness and prevention

Note: Optional item #9 below is not required by state law but is a highly recommended component of school-to-career instruction.

9. Career awareness exploration

(cf. 6178 - Career Technical Education)

COURSES OF STUDY (continued)

Grades 7-12

Note: Items #1-11 below are areas of study required by law for grades 7-12. The Board may add other studies to this list.

Courses of study for grades 7-12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

- a. The history, resources, development, and government of California and the United States, including instruction in:

- (1) The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

Note: Education Code 51221.3 and 51221.4 encourage, but do not require, instruction on the topics described in optional subitems #(2)-(4) below. These items may be modified or deleted to reflect district practice.

For districts that choose to offer such instruction, Education Code 51221.3 and 51221.4 encourage that a component be drawn from personal testimony, especially in the form of oral or video history. If oral histories are used, they must conform to the requirements of Education Code 51221.3 and 51221.4. See BP 6142.94 - History-Social Science Instruction.

- (2) World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time

COURSES OF STUDY (continued)

- (3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
- (4) The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States
- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

Note: The following **optional** paragraph is for use by districts that offer a teen court or peer court program.

This course may include participation in a teen court or peer court program.
(Education Code 51220.2)

(cf. 5138 - Conflict Resolution/Peer Mediation)

- c. The development of the American economic system, including the role of the entrepreneur and labor
- d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

- e. Eastern and western cultures and civilizations

Note: Pursuant to Education Code 51220, instruction related to human rights issues, as provided in item #2f below, may include the study of the Armenian genocide. Education Code 51226.3 encourages the incorporation of oral testimony into instruction in human rights, **the Holocaust, and genocide**, including the Armenian, Cambodian, Darfur, and Rwandan genocides.

- f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust
- g. Contemporary issues

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

COURSES OF STUDY (continued)

3. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World Language Instruction)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

<p>Note: The reference to "homemaking" within Education Code 51220, as amended by AB 1595 (Ch. 543, Statutes of 2019), has been changed to "family and consumer sciences."</p>

8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code 51220)
9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6178 - Career Technical Education)

COURSES OF STUDY (continued)

Note: Education Code 51934 requires that students be provided comprehensive sexual health and HIV prevention instruction at least once in middle school or junior high school and at least once in high school. See BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction for required components of such instruction.

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise item #11 below to indicate topics that will be addressed in grades 7-12.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)
 - a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and ~~cardiopulmonary resuscitation (CPR)~~ when appropriate equipment is available

Note: The following paragraph is for use by districts that require a course in health education for high school graduation; see BP 6146.1 - High School Graduation Requirements. Pursuant to Education Code 51225.6, such districts are required to include instruction in performing compression-only cardiopulmonary resuscitation (CPR), as described below. Such instruction must be based on national evidence-based emergency cardiovascular care guidelines for the performance of compression-only CPR, such as those developed by the American Heart Association or the American Red Cross, and must include hands-on practice in compression-only CPR. On its web site, the **California Department of Education CDE** provides guidance on how to implement this requirement.

Education Code 51225.6 also encourages districts to provide students with general information on the use and importance of an automated external defibrillator.

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code 51225.6)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease

COURSES OF STUDY (continued)

- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 6142.8 - Comprehensive Health Education)

Note: The following two items are **optional** pursuant to Education Code 51202.

- f. Prenatal care **for pregnant individuals**

- g. Violence as a public health issue

Note: Item #12 is **optional**. Education Code 51220.3 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed above for grades 7-12.

12. Violence awareness and prevention

Note: ~~Item #13 is optional. Pursuant to Education Code 51226.7, as amended by AB 114 (Ch. 413, Statutes of 2019), requires the State Board of Education has adopted to adopt a model curriculum in ethnic studies by March 31, 2021 and encourages upon which districts may to offer a course in ethnic studies based on that model curriculum as an elective course in social sciences or English language arts in at least one year grade level during grades 9-12. At their discretion, districts may choose to offer a course in ethnic studies prior to the availability of the model curriculum.~~

Subject to funding in the annual Budget Act or other statute, Education Code 51225.3, as amended by AB 101 (Ch. 661, Statutes of 2021), requires a one-semester course in ethnic studies for high school graduation beginning with students who graduate in the 2029-30 school year.

Item #13 is currently optional, but, if funding is appropriated, districts will be required to offer a one-semester ethnic studies course, as specified, beginning in the 2025-26 school year.

13. Ethnic studies

Commencing in the 2025-26 school year, the district shall offer a one-semester course in ethnic studies as specified in Education Code 51225.3.

Note: Education Code 51220.5 requires the equivalent content of a one-semester course in parenting skills and education in grade 7 and/or 8, subject to funding which was not subsequently appropriated; thus the following paragraph is currently **optional**.

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

(cf. 5146 - Married/Pregnant/Parenting Students)

COURSES OF STUDY (continued)

Note: The following paragraph is for use by districts that maintain high schools.

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

Certification of College Preparatory Courses

Note: The following **optional** section is for use by districts that maintain grades 9-12 and may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University system is a requirement that students satisfactorily complete **15 yearlong/30 semesters units** of specified courses ("a-g" courses). In order to qualify as an "a-g" course, the course must first be submitted to and approved by UC. The district or school should develop course descriptions using the templates provided by UC and submit them through UC's online system.

Education Code 51225.37 encourages districts that offer world language courses specifically designed for native speakers to submit those courses to UC for certification and addition to the school's "a-g" course list.

The following paragraph may be revised to reflect the position in the district or school(s) that is responsible for submitting and updating "a-g" courses.

The Superintendent or designee shall identify district courses that may qualify for designation as "a-g" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to the University of California (UC) for "a-g" designation.

COURSES OF STUDY (continued)

Notification and Information to Students in Grades 9-12

Note: The following section is for use by districts that maintain grades 9-12.

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 5 1229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)

Note: The UC maintains a searchable web site that lists certified "a-g" courses for all regular California public high schools; ~~see the management resources in the accompanying Board policy.~~

2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of the CDE web site where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

Note: Education Code 51225.8 requires districts, ~~beginning with the 2020-21 school year,~~ to provide specified information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the **California Dream Act Application application-(CADAA)**, as appropriate, at least once before grade 12. At the district's discretion, the information provided may be disseminated through in-class instruction, an existing program, family information sessions, group or individual sessions with school counselors, or other appropriate means.

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the **California Dream Act Application application (CADAA)** at least once before grade 12. (Education Code 51225.8)

(cf. 5145.6 - Parental Notifications)

(cf. 6164.2 - Guidance/Counseling Services)

COURSES OF STUDY (continued)

Financial Aid Requirements for Students in Grade 12

Note: Pursuant to Education Code 51225.7, as added by AB 132 (Ch. 144, Statutes of 2021), starting in the 2022-23 school year, the district is required to confirm that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education and/or, if a student is exempt from paying nonresident tuition, a CADAA to the Student Aid Commission (CSAC), unless there is an exception as specified below.

Pursuant to Education Code 51225.7, as added by AB 132, CSAC is required to, by July 1, 2022, adopt regulations that include model opt-out forms and acceptable use policies for the purpose of providing guidance on the protection of student and parent/guardian data, which will be available on CSAC's web site.

Commencing in the 2022-23 school year, the Superintendent or designee shall ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or, if a student is exempt from paying nonresident tuition a CADAA to the Student Aid Commission (CSAC), unless either: (Education Code 51225.7)

1. The student's parent/guardian, emancipated minor, or student age 18 years or older submits an opt-out form to the district
2. If the district determines that a student is unable to complete a requirement of Education Code 51225.7, the district shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf

Note: Pursuant to Education Code 51225.7, as added by AB 132, the district shall ensure that each high school student in Grade 12, and if applicable, the student's parent/guardian, is directed to any support and assistance necessary to complete the FAFSA and/or CADAA, as described below.

The Superintendent or designee shall ensure that each high school student in grade 12, and if applicable, the student's parent/guardian, be directed to any support and assistance necessary to complete the FAFSA and/or CADAA that may be available through outreach programs, including, but not limited to, programs operated by CSAC, postsecondary immigration resource centers, college readiness organizations, community-based organizations, and/or legal resource organizations. (Education Code 51225.7)

Information shared by students and parents/guardians in completing and submitting the FAFSA and/or CADAA shall be handled in compliance with the federal Family Rights and Privacy Act and applicable state law, regardless of any person's immigration status or other personal information. (Education Code 51225.7)

COURSES OF STUDY (continued)

(cf. 1340 - Access to District Records)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 5125 - Student Records)
(cf. 5145.13 - Response to Immigration Enforcement)
(cf. 6159 - Individualized Education Program)

(10/16 12/19) 12/21

Regulation 6143: Courses Of Study

Status: ADOPTED

Original Adopted Date: 09/20/2017

Grades 1-6

Courses of study for grades 1-6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

a. The history, resources, development, and government of California and the United States

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

b. The development of the American economic system, including the role of the entrepreneur and labor

c. The relations of persons to their human and natural environments

d. Eastern and western cultures and civilizations

e. Contemporary issues

f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

(cf. 6142.8 - Comprehensive Health Education)

b. Fire prevention

c. The protection and conservation of resources, including the necessity for the protection of the environment

d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

f. Violence as a public health issue

7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind
(Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

8. Violence awareness and prevention

9. Career awareness exploration

(cf. 6178 - Career Technical Education)

Grades 7-12

Courses of study for grades 7-12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

a. The history, resources, development, and government of California and the United States

b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

(cf. 5138 - Conflict Resolution/Peer Mediation)

c. The development of the American economic system, including the role of the entrepreneur and labor

d. The relations of persons to their human and natural environments, including the wise use of natural resources
(Education Code 51221)

(cf. 6142.5 - Environmental Education)

e. Eastern and western cultures and civilizations

f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust

g. Contemporary issues

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

3. Foreign language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World/Foreign Language Instruction)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

8. Applied arts: consumer and homemaking education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6178 - Career Technical Education)

10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation (CPR) when appropriate equipment is available

Beginning in the 2018-19 school year, instruction shall be provided in compression-only CPR. Such instruction shall be based on national evidence-based guidelines and shall include hands-on practice in compression-only CPR. (Education Code 51225.6)

b. Fire prevention

c. The protection and conservation of resources, including the necessity for the protection of the environment

d. Venereal disease

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body and upon prenatal development

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 6142.8 - Comprehensive Health Education)

f. Prenatal care

g. Violence as a public health issue

12. Violence awareness and prevention

13. Ethnic studies

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code 51220.5)

(cf. 5146 - Married/Pregnant/Parenting Students)

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist pertaining to pedestrians and the rights and duties of pedestrians pertaining to traffic laws and traffic safety

Certification of College Preparatory Courses

The Superintendent or designee shall identify courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives that may qualify for designation as "a-g" college preparatory courses. He/she shall submit course information to the University of California (UC) including, but not necessarily limited to, the course title, subject area, grade level(s), unit value, a brief course description, prerequisites and co-requisites, texts and supplemental instructional materials used in the course, whether the school is seeking designation of the course as an honors course, and whether the course is classified as a career technical education or regional occupational program course. He/she also shall electronically submit updates to UC whenever course content changes or a course will not be offered in a particular year.

Notification to Students in Grades 9-12

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of the CDE web site where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

(cf. 5145.6 - Parental Notifications)

(cf. 6164.2 - Guidance/Counseling Services)

CSBA Sample

Board Policy

Instruction

BP 6170.1(a)

TRANSITIONAL KINDERGARTEN

Note: The following policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 48000 provides that children are eligible for kindergarten enrollment if they have their fifth birthday on or before September 1 in that school year; see AR 5111 - Admission. Pursuant to Education Code 48000, as amended by AB 130 (Ch. 44, Statutes of 2021) and AB 167 (Ch. 252, Statutes of 2021), for the 2021-22 school year, districts are required to admit any child whose fifth birthday is between September 2 and December 2 ~~must be offered to~~ a transitional kindergarten (TK) program as a condition of apportionment and revises the timespans for mandatory admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year as described below.

In its "Transitional Kindergarten FAQs," the California Department of Education (CDE) provides that the laws governing TK programs apply equally to all districts including basic aid districts. Districts with questions about the application of the TK mandatory admittance requirements to basic aid districts should consult legal counsel.

Education Code 48000 defines TK as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Many of the requirements applicable to kindergarten (e.g., class size, minimum school day, facilities) are also applicable to TK. The district will receive funding based on average daily attendance (ADA) for students in a TK program that meets the requirements specified in Education Code 48000.

Education Code 8281.5, as added by AB 130, establishes the California Prekindergarten Planning and Implementation Grant Program as an early learning initiative with the goal of expanding access to classroom-based prekindergarten programs. The program allocates funding to all districts that operate kindergarten programs through minimum base grants, enrollment grants based on a district's kindergarten enrollment, and supplemental grants based on a district's percentage of unduplicated students. Grant funds may be used for costs associated with creating or expanding preschool programs through the California State Preschool Program (CSPP) or TK programs, or to establish or strengthen partnerships with other providers of prekindergarten education within the district, including Head Start programs, to ensure that high-quality options for prekindergarten education are available for four-year-old children. Allowable costs include, but are not necessarily limited to, planning costs, hiring and recruitment costs, staff training and professional development, classroom materials, and supplies.

Education Code 17375, as amended by AB 130 and AB 167, establishes the California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program to provide one-time grants to school districts to construct new school facilities or retrofit existing school facilities including for the purpose of providing TK classrooms.

For guidance on implementing TK programs, see the Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, published by the California Department of Education (CDE).

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The

TRANSITIONAL KINDERGARTEN (continued)

TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

Note: Education Code 48000, as amended by AB 130 and AB 167, revises the timespans for mandatory admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year.

The district's TK program shall admit children **as follows:** (Education Code 48000):

1. **For the 2021-22 school year, children whose fifth birthday is ~~from~~ between September 2 through December 2**
2. **For the 2022-23 school year, children whose fifth birthday is between September 2 and February 2**
3. **For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2**
4. **For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2**
5. **For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1**

Note: Pursuant to Education Code 48000, as amended by AB 130 and AB 167, a child's eligibility for TK enrollment may not impact family eligibility for a preschool or childcare program.

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program. (Education Code 48000).

TRANSITIONAL KINDERGARTEN (continued)

Note: CDE's "Transitional Kindergarten FAQs" clarify that children are required to have documentation of required immunizations or a valid exemption prior to admission to TK. For information about required immunizations and exemptions, see BP/AR 5141.31 - Immunizations.

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

Note: The following paragraph is **optional**. If the district chooses to allow kindergarten-eligible children to enroll in the TK program, CDE recommends that the district establish criteria to determine selection requirements. The parent/guardian of a kindergarten-eligible child who is enrolled in TK must, at the end of the year, sign a Kindergarten Continuance Form verifying agreement with the child enrolling in kindergarten the following year; see section "Continuation in Kindergarten" below.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee determines that it is in the child's best interest.

Note: The following paragraph is **optional**. Pursuant to Education Code 48000, as amended by **AB 130** and **AB 167**, the district may, at its discretion, determine whether to allow admittance of children whose fifth birthday is after ~~December 2~~ **the date specified for admittance for the applicable year as described above**. Such students may be admitted at any time during the school year, including at the beginning of the year. Education Code 48000 provides that districts will not receive ADA apportionment for a child whose birthday is after ~~the date specified for the applicable year December 2~~ until the child's fifth birthday.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after ~~December 2~~ **the date specified for admittance for the applicable year as described above** ~~of that same school year~~, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

TRANSITIONAL KINDERGARTEN (continued)

(cf. 6141 - Curriculum Development and Evaluation)

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

Note: Education Code 48000 states the Legislature's intent that the TK curriculum be aligned to the California Preschool Learning Foundations developed by CDE. These standards address essential knowledge and skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's web site.

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

Note: The following **optional** paragraph may be revised to reflect district practice. Education Code 37202 permits districts to maintain TK and kindergarten classes for different lengths of time during the school day, either at the same or a different school site. Districts offering TK classes for different lengths of time are still required to meet the minimum and maximum length of school day provided in law. Pursuant to Education Code 46111, **as amended by AB 130, 46115, and 46117**, at the kindergarten and TK level the minimum school day is three hours (180 minutes), including recess but excluding noon intermission, and the maximum school day is four hours (240 minutes), excluding recess, **except for students in expanded learning opportunity programs intended to supplement instructional time provided by a district pursuant to Education Code 46120 or if -unless the district has adopted an extended-day kindergarten pursuant to Education Code 8973.** However, pursuant to Education Code 46119, if the district has fewer than 40 kindergarten students, the Governing Board may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, including recesses, taught on the same day by the same teacher. Also see AR 6112 - School Day.

Pursuant to Education Code 48003, districts are required to provide an annual report to CDE regarding the type of kindergarten program offered by the district, including part day, full day, or both. The California Basic Educational Data System (CBEDS) School Information Form, located on CDE's web site, requires a report on the type of TK program offered.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long **except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120.** If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

TRANSITIONAL KINDERGARTEN (continued)*(cf. 5148.2 - Before/After School Programs)**(cf. 6111 - School Calendar)**(cf. 6112 - School Day)*

Note: Education Code 8281.5, as added by AB 130 and amended by AB 167, requires districts receiving grants through the California Prekindergarten Planning and Implementation Grant Program to develop a plan for consideration by the Board at a public meeting on or before June 30, 2022 for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, the CSPP, Head Start programs, and other community-based early learning and care programs.

The Superintendent or designee shall develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, the California State Preschool Program (CSPP), Head Start programs, and other community-based early learning and care programs. The Superintendent or designee shall present such plan for consideration by the Board at a public meeting on or before June 30, 2022. (Education Code 8281.5)

Note: The following optional paragraph may be revised to reflect district practice. According to CDE's "Transitional Kindergarten FAQs," it is the intent of the law to provide separate and unique experiences for TK and kindergarten students. However, districts have flexibility to determine how best to meet the curricular needs of each child and whether TK and kindergarten students may be enrolled in the same classrooms.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a ~~California State Preschool Program~~ **CSPP program** as long as **the commingled program meets all of the requirements of each program as well as the following requirements:** (Education Code 8235 8207, 48000):

- 1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten**
- 2. An early childhood environment rating scale, as specified in 5 CCR 18281, is completed for the classroom**
- 3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272**

TRANSITIONAL KINDERGARTEN (continued)

4. **The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256**
5. **The classroom is in compliance with the adult-child ratio specified in Education Code 8241**
6. **Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program**

(cf. 5148.3 - Preschool/Early Childhood Education)

Note: Education Code 48000, as amended by AB 130, requires districts to maintain an average TK class enrollment of not more than 24 students for each school site.

The district shall maintain an average TK class enrollment of not more than 24 students for each school site. (Education Code 48000)

Staffing

Note: To be qualified to teach a TK class, the teacher must possess an appropriate multiple subjects or early childhood education credential issued by the Commission on Teacher Credentialing authorizing instruction in TK. Education Code 48000 establishes additional requirements for credentialed teachers who are first assigned to a TK class after July 1, 2015, as provided below.

TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

Note: Education Code 48000, as amended by ~~SB 98 (Ch. 24, Statutes of 2020)~~ AB 130, extends until August 1, ~~2021~~ 2023, the requirement for credentialed teachers who are first assigned to a ~~transitional kindergarten~~ TK class to meet additional qualifications, as described below.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, ~~2021~~ 2023, have at least 24 units in early childhood education and/or child development, comparable **professional experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)**

TRANSITIONAL KINDERGARTEN (continued)

Note: Education Code 8281.5, as added by AB 130, permits the use of funding from the California Prekindergarten Planning and Implementation Grant Program for the purpose of professional development, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, **including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.**

Note: Education Code 48000, as amended by AB 130, requires districts to, commencing with the 2022-23 school year, maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year.

The district shall, commencing with the 2022-23 school year, maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. (Education Code 48000)

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Note: The following section is consistent with guidance in CDE's "Transitional Kindergarten FAQs."

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

Note: The following **optional** paragraph is for use by districts that allow kindergarten-eligible children to enroll in TK; see "Eligibility" section above. When such students are subsequently enrolled in kindergarten, the district is required to obtain a signed Kindergarten Continuance Form in order to receive kindergarten ADA for those children since they would otherwise be age-eligible for first grade. CDE recommends that approval for a student to continue in kindergarten not be sought until near the end of the year of TK, since permission obtained unreasonably far in advance could be found invalid.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

Note: Pursuant to Education Code 46300, the district may not include for ADA purposes the attendance of any student for more than two years in kindergarten or for more than two years in a combination of TK and kindergarten.

TRANSITIONAL KINDERGARTEN (continued)

A student shall not attend more than two years in a combination of TK and kindergarten.
(Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

Note: The following section may be revised to reflect district practice. One assessment resource for TK students is CDE's Desired Results Developmental Profile, which is designed to assess the developmental progression of all children from early infancy to kindergarten entry.

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

~~8235 California State Preschool Program~~

8207 California State Preschool Program administration

8241 Staffing ratios for center-based programs

8281.5 California Prekindergarten Planning and Implementation Grant Program

8970-8974 Early primary programs; extended-day kindergarten

17375 Establishment of California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program

37202 School calendar; equivalency of instructional minutes

44065 Issuance of and functions requiring credentials

44256 Authorization for teaching credentials

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46120 Expanded Learning Opportunities Program

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48011 Admission on completing kindergarten

48200 Compulsory education, starting at age six

Legal Reference continued: (see next page)

TRANSITIONAL KINDERGARTEN (continued)

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 5

18000-18434 Child care and development programs, especially:

18068 Attendance and expenditure reports

18272 Developmental profile

18281 Environment rating scales

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile: A Developmental Continuum from Early Infancy up to Kindergarten Entry, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

<https://californiakindergartenassociation.org/>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://tkcalifornia.org>

(10/18 12/20) 12/21

Center Unified SD

Board Policy

Transitional Kindergarten

BP 6170.1

Instruction

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose

fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)

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

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46115, 46117, 48003)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be placed in a classroom commingled with 4-year-old students from a California State Preschool Program as long as the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

8235 California State Preschool Program

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes
44258.9 Assignment monitoring by county superintendent of schools
46111 Kindergarten, hours of attendance
46114-46119 Minimum school day, kindergarten
46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten
48000 Age of admission, kindergarten and transitional kindergarten
48002 Evidence of minimum age required to enter kindergarten or first grade
48003 Kindergarten annual report
48200 Compulsory education, starting at age six

Management Resources:

CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalfornia.org>

Policy 6173: Education For Homeless Children

Status: ADOPTED

Original Adopted Date: 07/01/2005 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

CSBA NOTE: The following policy reflects the intent of the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435) ~~as amended by the Every Student Succeeds Act (P.L. 114-95)~~, that each homeless student should have equal access to the same free, appropriate public education and services as other students. 42 USC 11432 mandates that districts adopt, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless children and youth, ensure that homeless students are not segregated or stigmatized on the basis of their status as homeless, and provide for professional development for appropriate staff, as provided in the following policy. In addition, 42 USC 11432 requires that, in reviewing and revising applicable policies, consideration be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

The Governing Board believes desires that the identification of homeless students is critical to improving the educational outcomes of such students and ensuring that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for ~~them~~ such students to meet the same challenging academic standards as other students.

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, 52064)

CSBA NOTE: The following paragraph is mandated pursuant to 42 USC 11432. ~~as amended by P.L. 114-95.~~ 42 USC 11432 requires that districts adopt policy to remove barriers to homeless students' enrollment and retention due to absences or outstanding fees or fines. See the accompanying administrative regulation for additional procedures designed to remove barriers to the identification and enrollment of homeless students.

The Superintendent or designee shall regularly review and recommend updates to district policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address ~~identify and remove any barriers to the identification, enrollment, identification, enrollment, of homeless students and retention of homeless~~ such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

~~When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)~~

CSBA NOTE: Pursuant to 42 USC 11432, districts are required to designate an appropriate staff person, who may also be a coordinator for other federal programs, as a district liaison for homeless students. See the accompanying administrative regulation for information about the designation and duties of the district liaison.

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

CSBA NOTE: Education Code 48851, as added by AB 27 (Ch. 394, Statutes of 2021), requires the district to ensure that each school within the district identifies all homeless children and youths and unaccompanied youths enrolled at the school.

The Superintendent or designee shall ensure that each district school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)

CSBA NOTE: The following paragraph is for districts that receive funding from the American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth Fund (ARP-HCY) and may be deleted or revised to reflect district practice by districts that do not receive such funds. Education Code 48851, as added by AB 27, requires districts receiving ARP-HCY funds to annually administer a housing questionnaire to parents/guardians of all students and all unaccompanied youths for purposes of identifying homeless children and youths and unaccompanied youths. The housing questionnaire must be based on best practices developed by the California Department of Education (CDE), include an explanation of the rights and protections a student has as a homeless child or youth or as an unaccompanied youth, and be made available in paper form. A sample housing questionnaire is available on CDE's web site.

To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

~~CSBA NOTE: The U.S. Department of Education's (USDOE) Non-Regulatory Guidance, Education for Homeless Children and Youths Program, emphasizes that districts should include the identification of homeless students and their unique educational needs in district needs assessments and school improvement plans. The following optional paragraph reflects strategies included in the Guidance for identifying homeless students and may be revised to reflect district practice. Also see the California Department of Education's (CDE) web site for a sample student residency questionnaire and "You Can Enroll in School" poster. Education Code 48852.6, as added by AB 27, requires districts to create a web page or post on its web site (1) a list of district liaisons and contact information for such liaison(s) and (2) specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness. Additionally, Education Code 48852.6, as added by AB 27, requires a district school, if it has a web site, to post the contact information for the district liaison, as well as the name and contact information of any employee or person under contract the school may have who assists the district liaison in completing the liaison's duties. See the accompanying administrative regulation for more information regarding posting requirements.~~

In addition, order to identify district students who are homeless, the Superintendent or designee shall ensure that the district liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district and school web sites as specified in the accompanying administrative regulation. (Education Code 48852.6)

~~may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.~~

~~CSBA NOTE: Although students' addresses generally may be designated as "directory information" that is not harmful if disclosed, P.L. 114-95 amended 42 USC 11432 to provide that information about a homeless student's living situation must instead be provided the protections afforded to other student records under the Family Educational Rights and Privacy Act. For further information about the disclosure of homeless students' records, see the USDOE's Non-Regulatory Guidance, Education for Homeless Children and Youths Program.~~

~~Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)~~

CSBA NOTE: Pursuant to 42 USC 11432, placement determinations for homeless students must be made according to the student's "best interest," as defined in the accompanying administrative regulation.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

CSBA NOTE: The following paragraph is mandated by 42 USC 11432. Although this law prohibits the segregation of homeless students into a separate school or program, separate schools that were in operation before 2001 may continue to operate under specified conditions. Districts that maintain such a school may revise the following paragraph to reflect district practice.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.

CSBA NOTE: Although students' addresses generally may be designated as "directory information" that is not harmful if disclosed, 42 USC 11432 provides that information about a homeless student's living situation must instead be provided the protections afforded to other student records under the Family Educational Rights and Privacy Act. For further information about the disclosure of homeless students' records, see the U.S. Department of Education's (USDOE) "Education for Homeless Children and Youths Program Non-Regulatory Guidance."

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

CSBA NOTE: Pursuant to 42 USC 11432, districts receiving assistance through the McKinney-Vento Homeless Assistance Act are required to coordinate services as provided below. Other districts may delete or revise the following paragraph to reflect district practice.

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise

the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

CSBA NOTE: 42 USC 11432 as amended by P.L. 114-95 mandates that districts adopt policies and practices to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, as determined appropriate by the federal Office of the Coordinator.

Education Code 48852.5 as amended by SB 1068 (Ch. 538, Statutes of 2016), requires the CDE to provide specified informational and training materials to district liaisons, including informational materials on the educational rights of homeless children and youth and resources available to assist homeless children and youth. Education Code 48852.5. It also requires the CDE to adopt policies and practices to ensure that liaisons participate in professional development and technical assistance programs as amended by SB 400 (Ch. 400, Statutes of 2021), also requires CDE to develop and implement a system to verify that districts are providing the required training to school personnel providing services to youth experiencing homelessness at least annually.

The following paragraph reflects the training requirement of Education Code 48852.5 and USDOE's "Education for Homeless Children and Youths Program Non-Regulatory Guidance," regarding the content of the professional development.

At least annually, the district liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and technical assistance shall include, but are not limited to, and to provide training on the definitions of terms related to homelessness, the signs of homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers. (Education Code 48852.5; 42 USC 11432)

CSBA NOTE: Education Code 48851, as added by AB 27, requires districts to collect the completed housing questionnaires described above, and annually report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district.

The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 52064.5, the State Board of Education has adopted evaluation rubrics for use by districts in evaluating their strengths, weaknesses, and areas that require improvement.

In addition, pursuant to 20 USC 6311 as amended by P.L. 114-95, annual district report cards for districts receiving Title I funds are required to include disaggregated student achievement data and graduation rates of homeless students.

At least annually, the Superintendent or designee shall report to the Board on the identification of and outcomes for homeless students, which may include, but are not limited to, the housing questionnaire responses, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to ~~better~~ more effectively identify and support the education of homeless students.

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	Description
5 CCR 4600-4670	Uniform complaint procedures
Ed. Code 39807.5	Payment of transportation costs by parents
<u>Ed. Code 48850-48859</u>	<u>Education of students in foster care and students who are homeless, especially:</u>
Ed. Code 48850	<u>Participation of homeless students and foster youth in extracurricular activities and interscholastic sports</u> Academic achievement of students in foster care and homeless children
<u>Ed. Code 48851</u>	<u>Identification of homeless children and youths and unaccompanied youths; housing questionnaire</u>
<u>Ed. Code 48851.5</u>	<u>Local educational agency liaison for homeless children and youths</u>
Ed. Code 48852.5	Notice of educational rights of homeless students
<u>Ed. Code 48852.6</u>	<u>Web site posting of information regarding homelessness</u>
Ed. Code 48852.7	Education of homeless students; immediate enrollment
<u>Ed. Code 48859</u>	<u>Definitions</u>

Ed. Code 48915.5	Recommended expulsion, homeless student with disabilities
Ed. Code 48918.1	Notice of recommended expulsion
<u>Ed. Code 48985</u>	<u>Notices to parents in language other than English</u>
Ed. Code 51225.1-51225.3	Graduation requirements
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 52060-52077	Local control and accountability plan
Federal	Description
20 USC 1087vv	Free Application for Federal Student Aid; definitions
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
<u>20 USC 1400-1482</u>	<u>Individuals with Disabilities Education Act</u>
20 USC 6311	State plan
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12705	Cranston-Gonzalez National Affordable Housing Act; state and local strategies
Management Resources	Description
California Child Welfare Council	Partial Credit Model Policy and Practice Recommendations
<u>California Department of Education Publication</u>	<u>2021-22 Federal Program Monitoring Instrument, May 2021</u>
California Department of Education Publication	Homeless Education Dispute Resolution Process, January 30, 2007 <u>March 2020</u>
National Center for Homeless Education Publication	Homeless Liaison Toolkit, 2013 <u>2020</u>
U.S. Department of Education Guidance	Dear Colleague Letter, July 27, 2016
U.S. Department of Education Guidance	Education for Homeless Children and Youths Program, Non-Regulatory Guidance, July 2016 <u>August 2018</u>
<u>Website</u>	<u>California Community Colleges (https://www.cccco.edu)</u>
Website	California Department of Education, Homeless Children and Youth Education
<u>Website</u>	<u>California Interscholastic Federation (https://www.cifstate.org/landing/index)</u>
<u>Website</u>	<u>California State University (https://www.calstate.edu)</u>
Website	National Center for Homeless Education at SERVE

Website	National Homelessness Law Center on Homelessness and Poverty
Website	University of California (https://www.universityofcalifornia.edu)
Website	U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities
Website	California Child Welfare Council (https://www.chhs.ca.gov/home/committees/california-child-welfare-council)

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
0500	Accountability
1113	District And School Web Sites
1113	District And School Web Sites
1113-E(1)	District And School Web Sites
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1400	Relations Between Other Governmental Agencies And The Schools
3250	Transportation Fees
3250	Transportation Fees
3260	Fees And Charges
3260	Fees And Charges

3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
4131	Staff Development
4231	Staff Development
4331	Staff Development
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information
5125.1-E(1)	Release Of Directory Information
5125.2	Withholding Grades, Diploma Or Transcripts
5132	Dress And Grooming
5132	Dress And Grooming
5141.26	Tuberculosis Testing
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services

5141.6	School Health Services
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.6	Parental Notifications
5145.6-E(1)	Parental Notifications
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6011	Academic Standards
6143	Courses Of Study
6143	Courses Of Study
<u>6145</u>	<u>Extracurricular and Cocurricular Activities (BP and AR)</u>
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.1	High School Graduation Requirements
6146.1	High School Graduation Requirements
6146.3	Reciprocity Of Academic Credit
6146.3	Reciprocity Of Academic Credit
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6162.51	State Academic Achievement Tests

6162.51	State Academic Achievement Tests
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Policy Reference UPDATE Service

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Policy 6173: Education For Homeless Children

Status: ADOPTED

Original Adopted Date: 09/20/2017

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging academic standards as other students.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3260 - Fees and Charges)

(cf. 5113.1 - Chronic Absence and Truancy)

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

(cf. 1113 - District and School Web Sites)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6159 - Individualized Education Program)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Language Learners)

(cf. 6177 - Summer Learning Programs)

(cf. 6178 - Career and Technical Education)

(cf. 6179 - Supplemental Instruction)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

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

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

(cf. 1020 - Youth Services)

District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness. (42 USC 11432)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6190 - Evaluation of the Instructional Program)

Regulation 6173: Education For Homeless Children

Status: ADOPTED

Original Adopted Date: 12/01/2014 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

CSBA NOTE: The following administrative regulation is mandated pursuant to 42 USC 1 1432; see section on "Transportation" below.

Definitions

CSBA NOTE: The federal McKinney-Vento Homeless Assistance Act (42 USC 11434a) and Education Code 48859, as amended by AB 27 (Ch. 394, Statutes of 2021), defines "homeless children and youths" students as provided below. This law applies to foster youth in certain circumstances (i.e., when they who are living in emergency or transitional shelters) are within the definition of homeless students but as amended by P.L. 114-95, the definition of "homeless students" no longer includes youth who are awaiting foster care placement are not. See BP/AR 6173.1 - Education for Foster Youth for state law regarding foster children.

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code ~~48852.7~~ 48859; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes a homeless child or youth ~~who are~~ not in the physical custody of a parent or guardian. (Education Code 48859; ~~20~~ 42 USC 11434a)

CSBA NOTE: The following definition of "school of origin" generally reflects Education Code 48852.7, which exceeds the definition in 42 USC 11432 and is consistent with the state definition of "school of origin" that applies to foster youth. However, ~~as amended by P.L. 114-95,~~ 42 USC 11432 includes preschools in the definition as provided below.

School of origin means the school that the homeless student attended when permanently housed or the school in which the student he/she was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which the student he/she was last enrolled, or if there is some other school that the student attended within the preceding 15 months and with which the student he/she is connected, the district liaison for homeless students shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

CSBA NOTE: Education Code 48850 expresses legislative intent that the "best interest" of a homeless student or foster youth includes educational stability as well as placement in the least restrictive educational program, as provided below. Education Code 48853 further provides that the placement of a foster youth must ~~should~~ consider the student's access to academic resources, services, and extracurricular and enrichment activities. For consistency with the definition of "best interest" applicable to foster youth (see AR 6173.1 - Education for Foster Youth), the following definition also reflects Education Code 48853.

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

CSBA NOTE: Pursuant to 42 USC 11432, districts are required to designate an appropriate staff person, who may also be a coordinator for other federal programs, as a district liaison for homeless students. The district should fill in the blanks below with the title or position, address, email address, and phone number of the district liaison.

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

Family Resource Center Program Coordinator
3243 Center Court Lane, Antelope, CA 95843
rmiranda@centerusd.org
(916) 338-6387

CSBA NOTE: The duties of the district liaison for homeless students are listed in 42 USC 11432 and are specified below. Also see the U.S. Department of Education's (USDOE) Non-Regulatory Guidance "Education for Homeless Children and Youths Program Non-Regulatory Guidance" and the "Homeless Liaison Toolkit" developed by the National Center for Homeless Education.

The district's liaison for homeless students shall: (Education Code 48851.5, 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies
2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools
3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district
4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children
6. Disseminate public notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, ~~family~~ shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.
7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below
8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

~~CSBA NOTE: P.L. 114-95 amended 42 USC 11432 to add the duties specified in items #9-10 below Pursuant to Education Code 48852.5, as amended by SB 400 (Ch. 400, Statutes of 2021), the California Department of Education (CDE) is required to provide training materials to district liaisons for homeless students for the purpose of providing required professional development and support to school personnel who provide services to homeless students.~~

The examples of school personnel listed below reflect CDE's 2021-22 Federal Program Monitoring Instrument.

9. Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment

personnel, and specialized instructional support personnel, receive professional development and other support

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and ~~are~~ informed of their status as independent students under 20 USC 1087w and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090
11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law

CSBA NOTE: Pursuant to Education Code 48918.1, the district liaison must be notified at least 10 calendar days before the date of the expulsion hearing for a homeless student, when the student's alleged violation does not require a mandatory recommendation for expulsion, and may be notified for mandatory expulsions; see AR 5144.1 - Suspension and Expulsion/Due Process. When so notified, the district liaison is expected to assist the student and, as necessary, advocate on the student's behalf.

Furthermore, pursuant to Education Code 48915.5, if the homeless student has also been identified as an individual with a disability and the district has proposed a change of placement due to an act for which decision to recommend expulsion is discretionary, the district liaison must be invited to participate in the individualized education program (IEP) team meeting that makes a manifestation determination pursuant to the Individuals with Disabilities Education Act (20 USC 1415(k)).

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in the student's ~~his/her~~ expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

CSBA NOTE: 42 USC 11432 ~~, as amended by P.L. 114-95, requires that the California Department of Education (CDE) to publish a list of district liaisons on its web site. The CDE collects the name and contact information of district liaisons through the consolidated application process, along with information about district compliance with federal program requirements.~~

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. The Superintendent or designee ~~He/she~~ shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on ~~the~~ CDE's web site. (42 USC 11432)

Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

CSBA NOTE: 42 USC 11432 as amended by P.L. 114-95, specifies factors that must be considered in determining a student's best interest, as provided below.

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

CSBA NOTE: The following optional paragraph presents examples of factors that may be considered in making placement decisions based on a student's "best interest," and may be revised to reflect district practice.

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with the student's ~~his/her~~ homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the district liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of ~~his/her~~ the right to appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the ~~his/her~~ school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

CSBA NOTE: Education Code 48852.7 and 42 USC 11432 require schools to immediately enroll homeless students as specified below. In its "Non-Regulatory Guidance Education for Homeless Children and Youths Program," the USDOE recommends that the district take steps to facilitate immediate enrollment such as accepting school records directly from families, establishing school-based immunization clinics, and training staff on the legal requirements for immediate enrollment. See AR 5111.1 - District Residency.

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if the student~~the/she~~

(Education Code 48850, 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records

~~CSBA NOTE: P.L. 114-95 amended 42 USC 11432 to add the circumstance specified in item #4 below.~~

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall immediately refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if the student he/she is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than the school of origin or the his/her school requested by the student's his/her parent/guardian or the student, if an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest, along with a statement regarding the right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, ~~t~~The student may continue attending the student's his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with the student's his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, the student he/she shall be allowed to continue in the same attendance area.

2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, the student he/she shall be allowed to continue to the school designated for matriculation in that district.

CSBA NOTE: Education Code 48852.7 and 42 USC 11432 and Education Code 48852.7 require that homeless students who become permanently housed during the school year be allowed to remain in the school of origin for the remainder of the school year. Additionally, Education Code 48852.7 allows homeless students to remain in the school of origin, or matriculate to a feeder school, even if the student is no longer homeless. The district may revise the following list to reflect the grade levels and feeder school patterns in the district.

If the student's status changes before the end of the school year so that the student he/she is no longer homeless, the student he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if the student the/she is in grades K-8
2. Through graduation if the student the/she is in high school

Resolving Enrollment Disputes

CSBA NOTE: In the event that a dispute arises over the district's decision related to student eligibility, school selection, or enrollment, the district must comply with the requirements of 42 USC 11432 and the dispute resolution process established by ~~the~~ CDE. CDE's process is described in its, "Homeless Education Dispute Resolution Process" a ~~January 30, 2007~~ letter to districts, available on ~~the~~ CDE's web site. ~~The~~ CDE's letter does not specify a hearing process or timelines for the district-level dispute resolution process. Thus, the district may revise the following section to reflect district practice, provided that the process is consistent with law.

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

CSBA NOTE: The following optional list should be modified to reflect district practice. In ~~its~~ Non-Regulatory Guidance its "Education for Homeless Children and Youths Program Non-Regulatory Guidance," the USDOE recommends that the written explanation contain the elements specified below. See the accompanying exhibits for a sample explanation and appeal form.

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of those roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

CSBA NOTE: The following optional paragraph is recommended in the USDOE's ~~Non-Regulatory Guidance~~ "Education for Homeless Children and Youths Program Non-Regulatory Guidance."

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

CSBA NOTE: The following optional paragraph is recommended in the CDE's "Homeless Education Dispute Resolution Process" letter to districts. ~~January 30, 2007 CDE recommends that if the parent/guardian or unaccompanied youth is an English Learner, the native language and/or an interpreter be used, and/or if additional supports are needed because of a disability, such services be made available without charge.~~

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian or unaccompanied youth disagrees with the district liaison's enrollment decision, ~~he/she may appeal the decision~~ may be appealed to the Superintendent. The Superintendent shall make a determination within five working days.

CSBA NOTE: In its "Homeless Education Dispute Resolution Process" ~~January 30, 2007 letter to districts, the~~ CDE describes the process for appealing a district's enrollment decision to the county office of education (COE) and the CDE. Upon receipt of materials describing the dispute from the district, the ~~county office~~ COE liaison will determine the school selection or enrollment decision within five working days. If the dispute remains unresolved or is appealed, the ~~county office~~ COE liaison will forward the documentation to ~~the state homeless coordinator~~ CDE's Homeless Education Program. CDE ~~who will notify the parent/guardian~~ will notify all parties of the final determination of eligibility, school selection, or enrollment decision within five working days of receipt of the appeal.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the ~~homeless liaison~~ for homeless students at the county office of education.

CSBA NOTE: 42 USC 11432, ~~as amended by P.L. 114-95,~~ provides that, during any dispute over a student's enrollment, the student must be allowed to be enrolled in the school in which enrollment is sought during the period of all appeals. 42 USC 11434a defines "enrollment" as including attendance in classes and full participation in school activities.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

Transportation

CSBA NOTE: 42 USC 11432 mandates that districts adopt policies and practices to ensure that transportation is provided to homeless students, at the request of the ~~student's or~~ parent/guardian or of the district liaison in the case of an unaccompanied youth, to and from ~~their~~ school of origin as specified below.

~~In its Non-Regulatory Guidance~~ "Education for Homeless Children and Youths Program Non-Regulatory Guidance," the USDOE states that the law imposes an affirmative obligation to transport homeless students, even if transportation is not provided to other students. The Guidance clarifies that, because the State of California receives funds under McKinney-Vento, all districts in California are subject to this requirement.

Federal law does not address the authorization provided by Education Code 39807.5 for the district to charge for the cost of home-to-school transportation. However, it is likely that most homeless students would be identified as indigent and would therefore be exempt from transportation costs. See AR 3250 - Transportation Fees.

The district shall provide transportation for a homeless student to and from ~~the student's~~ his/her school of origin when the student is residing within the district and the parent/g uardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend ~~the student's~~ his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

CSBA NOTE: Education Code 48852.7 requires that the district provide transportation to a formerly homeless student with an ~~individualized education program IEP~~ only if that provides transportation is as a necessary related service. Education Code 48852.7 does not supersede or exceed other laws governing special education services for eligible homeless students.

The following paragraph may be revised if the district chooses to provide transportation to other formerly homeless students attending their school of origin.

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an ~~individualized education program IEP~~ that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Transfer of Coursework and Credits

CSBA NOTE: The following section is for use by districts maintaining high schools.

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school ~~or agency~~ and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, ~~the student~~ he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that ~~the student~~ he/she did not complete at ~~the~~ his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever

partial credit is issued to a homeless student in any particular course, ~~the student he/she~~ shall be enrolled in the same or equivalent course, if applicable, so that ~~the student he/she~~ may continue and complete the entire course. (Education Code 51225.2)

CSBA NOTE: Although Education Code 51225.2 requires districts to award partial credits to homeless students who transfer from school to school, there is no uniform system for calculating and awarding partial credits. A recommendation for how to award partial credit is available in the California Child Welfare Council's Partial Credit Model Policy and Practice Recommendations and should be revised to reflect district practice.

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Applicability of Graduation Requirements

CSBA NOTE: The following section is for use by districts maintaining high schools. Also see BP 6146.1 - High School Graduation Requirements.

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements established ~~prescribed~~ by the Governing Board.

However, when a homeless student who has completed ~~the his/her~~ second year of high school transfers into the district from another school district or transfers between high schools within the district, ~~the student he/she~~ shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of ~~the his/her~~ fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for ~~the student, him/her~~ and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in ~~the his/her~~ third or fourth year of high school,

the district shall use either the number of credits the student ~~he/she~~ has earned as of the date of the transfer or the length of the student's ~~his/her~~ school enrollment, whichever qualifies the student ~~him/her~~ for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for the student ~~him/her~~ how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if the student ~~he/she~~ transfers to another school, including a charter school, or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within the ~~his/her~~ fifth year of high school, the Superintendent or designee ~~he/she~~ shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for the student ~~him/her~~ of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the ~~his/her~~ ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for the student ~~him/her~~ if ~~he/she is~~ under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

CSBA NOTE: The following paragraph is required pursuant to Education Code 48850. See BP 6145 - Extracurricular and Cocurricular Activities for additional eligibility requirements.

A homeless student who enrolls in any district school shall ~~be immediately deemed to meet all residency requirements~~ have access to extracurricular and enrichment activities that are available to all students in the school, including but not limited to, , for participation interscholastic sports

administered by the California Interscholastic Federation or other extracurricular activities
(Education Code 48850)

Notification, and Complaints, and Posting Requirements

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

CSBA NOTE: Education Code 51225.1 and 51225.2 provide that complaints of noncompliance with specified requirements related to the educational rights of homeless students may be filed in accordance with the uniform complaint procedures (UCP) specified in 5 CCR 4600-4670. As with other complaints covered under the uniform complaint procedures UCP, a complainant may appeal the district's decision to the CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

CSBA NOTE: Education Code 48852.6, as added by AB 27, requires the district and each district school that maintains a web site to post on the district and school web sites information related to homeless students' education, as specified in the following paragraphs.

The Superintendent or designee shall ensure that a list of the district's liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district's web site. (Education Code 48852.6)

Each district school that has a web site shall also post the contact information for the district liaison and the name and contact information of any employee or other person under contract with the school who assists the district liaison in completing the liaison's duties pursuant to 42 USC 11432. (Education Code 48852.6)

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

5 CCR 4600-4670

Ed. Code 39807.5

Description

Uniform complaint procedures

Payment of transportation costs by parents

Ed. Code 48850-48859

Ed. Code 48850

Ed. Code 48851

Ed. Code 48851.5

Ed. Code 48852.5

Ed. Code 48852.6

Ed. Code 48852.7

Ed. Code 48985

Ed. Code 48915.5

Ed. Code 48918.1

Ed. Code 51225.1-51225.3

Ed. Code 52052

Ed. Code 52060-52077

Federal

20 USC 1087vv

20 USC 1232g

20 USC 1400-1482

20 USC 6311

42 USC 11431-11435

42 USC 12705

Management Resources

California Child Welfare Council

California Department of Education
Publication

California Department of Education
Publication

Education of students in foster care and students who are
homeless, especially:

Participation of homeless students and foster youth in
extracurricular activities and interscholastic sports Academic
achievement of students in foster care and homeless children

Identification of homeless children and youths and
unaccompanied youths; housing questionnaire

Local educational agency liaison for homeless children and
youths

Notice of educational rights of homeless students

Web site posting of information regarding homelessness

Education of homeless students; immediate enrollment

Notices to parents in language other than English

Recommended expulsion, homeless student with disabilities

Notice of recommended expulsion

Graduation requirements

Accountability; numerically significant student subgroups

Local control and accountability plan

Description

Free Application for Federal Student Aid; definitions

Family Educational Rights and Privacy Act (FERPA) of 1974

Individuals with Disabilities Education Act

State plan

McKinney-Vento Homeless Assistance Act

Cranston-Gonzalez National Affordable Housing Act; state
and local strategies

Description

Partial Credit Model Policy and Practice Recommendations

2021-22 Federal Program Monitoring Instrument, May 2021

Homeless Education Dispute Resolution Process, March 2020
January 30, 2007

National Center for Homeless Education Publication	Homeless Liaison Toolkit, <u>2020</u>
U.S. Department of Education Guidance	Education for Homeless Children and Youths Program, Non-Regulatory Guidance, <u>August 2018</u>
<u>Website</u>	<u>California Community Colleges</u> (https://www.cccco.edu)
Website	California Department of Education, Homeless Children and Youth Education
<u>Website</u>	<u>California Interscholastic Federation</u> (https://www.cifstate.org/landing/index)
<u>Website</u>	<u>California State University</u> (https://www.calstate.edu)
Website	National Center for Homeless Education at SERVE
Website	National <u>Homelessness</u> Law Center -
<u>Website</u>	<u>University of California</u> (https://www.universityofcalifornia.edu)
Website	U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities
Website	California Child Welfare Council (https://www.chhs.ca.gov/home/committees/california-child-welfare-council)

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0415	Equity
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
0470	COVID-19 Mitigation Plan
0500	Accountability
1113	District And School Web Sites
1113	District And School Web Sites
1113-E(1)	District And School Web Sites
1312.3	Uniform Complaint Procedures

1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1400	Relations Between Other Governmental Agencies And The Schools
3250	Transportation Fees
3250	Transportation Fees
3260	Fees And Charges
3260	Fees And Charges
3515.4	Recovery For Property Loss Or Damage
3515.4	Recovery For Property Loss Or Damage
3541	Transportation Routes And Services
3550	Food Service/Child Nutrition Program
3550	Food Service/Child Nutrition Program
3553	Free And Reduced Price Meals
3553	Free And Reduced Price Meals
4131	Staff Development
4231	Staff Development
4331	Staff Development
5111	Admission
5111	Admission
5111.1	District Residency
5111.1	District Residency
5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5125	Student Records
5125	Student Records
5125.1	Release Of Directory Information
5125.1	Release Of Directory Information

5125.1-E(1)	Release Of Directory Information
5125.2	Withholding Grades, Diploma Or Transcripts
5132	Dress And Grooming
5132	Dress And Grooming
5141.26	Tuberculosis Testing
5141.31	Immunizations
5141.31	Immunizations
5141.32	Health Screening For School Entry
5141.6	School Health Services
5141.6	School Health Services
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities)
5145.6	Parental Notifications
5145.6-E(1)	Parental Notifications
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6011	Academic Standards
6143	Courses Of Study
6143	Courses Of Study
<u>6145</u>	<u>Extracurricular and Cocurricular Activities (BP and AR)</u>
6145.2	Athletic Competition
6145.2	Athletic Competition
6146.1	High School Graduation Requirements
6146.1	High School Graduation Requirements
6146.3	Reciprocity Of Academic Credit

6146.3	Reciprocity Of Academic Credit
6159	Individualized Education Program
6159	Individualized Education Program
6159.1	Procedural Safeguards And Complaints For Special Education
6159.1	Procedural Safeguards And Complaints For Special Education
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6164.2	Guidance/Counseling Services
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth
6174	Education For English Learners
6174	Education For English Learners
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6179	Supplemental Instruction
6190	Evaluation Of The Instructional Program

Policy Reference UPDATE Service

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Regulation 6173: Education For Homeless Children

Status: ADOPTED

Original Adopted Date: 09/20/2017

Definitions

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals

(cf. 6173.1 - Education for Foster Youth)

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings

3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

4. Migratory children who qualify as homeless because they are living in conditions described in items # 1-3 above

Unaccompanied youth includes youth who are not in the physical custody of a parent or guardian. (20 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which he/she was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

Family Resource Center Program Coordinator

3401 Scotland Drive

Antelope, CA 95843

(916) 338-6387

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies

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

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

2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools

3. Ensure that homeless families and children and youth have access to and receive educational services for which

they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district

(cf. 5148.3 - Preschool/Early Childhood Education)

4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services

(cf. 5141.6 - School Health Services)

5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 - Parental Notifications)

6. Disseminate notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, family shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

(cf. 3541 - Transportation Routes and Services)

9. Ensure that school personnel providing services to homeless students receive professional development and other support

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159 - Individualized Education Program)

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. He/she shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC

11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian or an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the decision along with a statement regarding the right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the

established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
 2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.
- If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

Resolving Enrollment Disputes

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of their roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

If a parent/guardian or unaccompanied youth disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written

documentation and related paperwork to the homeless liaison at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

Transportation

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. 6143 - Courses of Study)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions

for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution

2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges

3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Notification and Complaints

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Exhibit 6173-E(1): Education For Homeless Children

Original Adopted Date: 07/01/2005 | **Last Revised Date:** 03/01/2022 | **Last Reviewed Date:** 03/01/2022

Status:
ADOPTED

**DISTRICT EXPLANATION OF DECISION
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT**

Note: The following form should be revised to reflect district practice. In its, "~~Non-Regulatory Guidance~~ Education for Homeless Children and Youths Program ~~Non-Regulatory Guidance~~," the U.S. Department of Education recommends that the written statement of any decision regarding a homeless student's eligibility, school selection, or enrollment include the elements specified below. See the accompanying administrative regulation.

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: _____ Name of person completing form: _____

Title: _____ Phone number: _____

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): _____

Name of unaccompanied student: _____

School requested: _____

District's placement decision (name of school): _____

Description of action(s) proposed/refused by the district related to eligibility, school selection, or enrollment, including an explanation of why the action(s) is proposed/refused:

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

Other options ~~that~~ the district considered, if any, ~~included the following options~~ which were rejected for the following reasons:

Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next ____ (insert number of days) ____ days to request a Dispute Form. You may provide written or ~~oral~~ verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of ~~the~~ his/her decision within ____ (insert number of days) ____ days.

If you are not satisfied with the Superintendent's decision, you may appeal to the _____ (insert county name) _____ County Office of Education (COE). If you are not satisfied with the ~~county office's~~ COE's decision, you may then appeal to the California Department of Education (CDE). The district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. ~~The liaison~~ He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: _____

Address: _____

Email Address: _____

Phone number: _____

County Liaison: If you appeal the district's decision to the ~~county office of education~~ COE, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the ~~county office~~ COE. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. ~~He/she will~~ and notify you of the decision.

Name of County Office of Education homeless liaison: _____

Address: _____

Email Address: _____

Phone number: _____

State Coordinator: If you appeal the ~~county office's~~ COE's decision to the ~~California Department of Education~~ CDE, the county homeless liaison shall forward all written documentation and related paperwork to the ~~State Homeless Coordinator~~ CDE's Homeless Education Program. The state coordinator will review the district, ~~county office~~ COE, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: _____

Address: _____

Email Address: _____

Phone number: _____

RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

Policy Reference UPDATE Service

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Exhibit 1

DISTRICT EXPLANATION OF DECISION

RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: _____ Name of person completing form: _____

Title: _____ Phone number: _____

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): _____

Name of unaccompanied student: _____

School requested: _____

District's placement decision (name of school): _____

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

Other options that the district considered, if any, included the following options which were rejected for the following reasons:

Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next ____ (insert number of days) ____ days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within ____ (insert number of days) ____ days.

If you are not satisfied with the Superintendent's decision, you may appeal to the ____ (insert county name) ____ County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: _____

Address: _____

Phone number: _____

County Liaison: If you appeal the district's decision to the county office of education, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or

enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: _____

Address: _____

Phone number: _____

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: _____

Address: _____

Phone number: _____

RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

Exhibit 6173-E(2): Education For Homeless Children

Original Adopted Date: 07/01/2005 | Last Revised Date: 03/2022 | Last Reviewed Date: 03/2022

Status:
ADOPTED

DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared orally/verbally with the district's liaison for homeless students.

Date submitted: _____

Student's name: _____

Name of person completing form: _____

Relation to student: _____

Address: _____

Email address: _____

Phone number: _____

Name of school requested: _____

I wish to appeal the eligibility, school selection, or enrollment decision made by:

☐ District liaison ☐ District Superintendent ☐ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation orally/verbally.

I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ Contact information for the state homeless coordinator

☐ A copy of this dispute form

Policy Reference UPDATE Service

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CSBA Sample

Board Bylaw

Board Bylaws

BB 9150(a)

STUDENT BOARD MEMBERS

Note: The following **optional** Board bylaw is for use by any district maintaining one or more high schools. Pursuant to Education Code 35160, the Governing Board may, on its own authority, elect to include one or more student members on the Board. In districts that do not have a student Board member, the district's high school students may petition the Board, pursuant to Education Code 35012, to include at least one student on the Board. See section on "Petition" below for additional information regarding student petitions.

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

Note: Education Code 35012 and 35120, ~~as amended by AB 709 (Ch. 437, Statutes of 2019)~~, authorize the Board to award elective course credit for service as a student Board member, as specified below.

Student Board members may, at the Board's discretion, receive elective course credit for service as a student Board member based on the number of equivalent daily instructional minutes for the student Board member's services provided. (Education Code 35012, 35120)

Note: Pursuant to Education Code 35012, student Board members are entitled to reimbursement for mileage expenses to the same extent as other members of the Board. This law does not address other travel expenses that may be incurred by student Board members related to training or to the performance of authorized services. As such, other travel expenses are not necessarily reimbursable for student Board members, except with prior Board approval.

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board, but shall not receive monetary compensation for attendance at Board meetings. (Education Code 35012)

(cf. 3350 - Travel Expenses)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

(cf. 9323.2 - Actions by the Board)

Petition

Note: If petitioned by the district's high school students pursuant to Education Code 35012, the Board is required to include at least one student on the Board and, at its discretion, may include more than one student Board member. Districts that have already established student Board member position(s) should delete the following section.

STUDENT BOARD MEMBERS (continued)

High school students may submit a petition to the Board requesting the appointment of at least one student Board member. (Education Code 35012)

To qualify for Board consideration, the petition for student representation shall contain the signatures of ~~no less than~~ **at least** 500 ~~regularly enrolled high school~~ students or ~~no less than~~ 10 percent of the number of students regularly enrolled in **district** high schools ~~students~~, whichever is less. (Education Code 35012)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board. (Education Code 35012)

~~Election of~~ Choosing Student Board Members

Note: The following section may be revised to reflect district practice. Pursuant to Education Code 35012, when student representation is established in response to a student petition, student Board members must be chosen by the students enrolled in district high school(s). It is recommended that the district apply the same process when a student Board member position is established at the Board's discretion. The following paragraph may be revised accordingly.

~~Student~~ **A student** Board member ~~positions~~ shall be ~~filled by a vote of~~ **chosen by** students enrolled in the district's high schools in accordance with procedures prescribed by the Board. (Education Code 35012)

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

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

Note: Education Code 35012, as amended by AB 824 (Ch. 669, Statutes of 2021), authorizes the Board to adjust the term of a student Board member only when a vacancy occurs or in order to provide more students an opportunity to serve on the Board. It is recommended that any proposal to reduce the term of a student Board member be brought before the Board for consideration and that a majority vote of all Board members be required prior to reducing the term.

The term of student Board member(s) shall be one year, commencing on July 1. **However, the Board may adjust the term of a student Board member only if a vacancy occurs or in order to give more students an opportunity to serve on the Board.** (Education Code 35012)

Role and Responsibilities of Student Board Members

Note: Pursuant to Education Code 35012, student Board members have certain rights, as specified in the following section. However, student Board members are not considered to be members of the Board for purposes of the Brown Act.

STUDENT BOARD MEMBERS (continued)

Student Board members shall not be considered members of a legislative body for purposes of the Brown Act. (Education Code 35012)

A student Board member shall not be counted in determining **the vote required to carry any measure before the Board** or whether a quorum ~~of the Board~~ is in attendance at a **Board meeting**.

Student Board member(s) shall have the right to attend all Board meetings except closed ~~(executive)~~ sessions. (Education Code 35012)

(cf. 9321 - Closed Session)

Note: Education Code 35012 requires that student Board members receive all open meeting materials and staff briefings at the same time as other Board members. Any briefings presented to the Board must comply with Brown Act requirements.

Education Code 35012 requires that student Board members also receive all non-closed session materials given to other Board members by the district between open meetings.

All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to other Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. In addition, all materials given to Board members by the district between meetings, except for materials that pertain to closed session items, shall be distributed to student Board members. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 35012)

Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. *Preferential voting* means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)

(cf. 9324 - Minutes and Recordings)

STUDENT BOARD MEMBERS (continued)

Note: Pursuant to Education Code 35012, the Board may adopt a resolution authorizing its student Board member(s) to make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. The following **optional** paragraph is for use by districts that have adopted a resolution granting such authority.

Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

Note: Education Code 35012 requires student Board members to be appointed to subcommittees of the Board in the same manner as other Board members, and as specified below.

Student Board members shall be appointed to subcommittees of the Board in the same manner as other Board members, **and shall** be made aware of the time commitment required to participate in subcommittee meetings and work and **of have** the right to decline an appointment. The availability of all subcommittee members, including the availability of student Board members, may be considered when scheduling subcommittee meetings. (Education Code 35012)

(cf. 9130 - Board Committees)

Note: Education Code 35012 requires that student Board members be invited to attend functions of the Board, as provided below.

Student Board members shall be invited to attend functions of the Board, such as forums, meetings with students and parents/guardians, and other general assemblies. (Education Code 35012)

~~Student Board members shall not be considered members of a legislative body for purposes of the Brown Act. (Education Code 35012)~~

~~A student Board member shall not be counted in determining whether a quorum of the Board is in attendance.~~

Student Board Member Training

Note: The following section is **optional**. Trainings for student Board members are available through CSBA's **governance workshops** and Annual Education Conference and **other** statewide associations such as the California Association of Student Councils and California Association of Student Leaders.

The Superintendent or designee may, at district expense, provide learning opportunities to student Board members through trainings, workshops, and conferences, such as those offered

STUDENT BOARD MEMBERS (continued)

by the California School Boards Association and other organizations, to enhance their knowledge, understanding, and performance of leadership skills and their Board responsibilities.

(cf. 9240 - Board Training)

The Superintendent or designee may periodically provide information to student Board member candidates to give them an understanding of the position. Once ~~elected~~ **chosen** or appointed, incoming student Board members shall be provided an orientation designed to build knowledge of the district and an understanding of the responsibilities and expectations of the position.

(cf. 9230 - Orientation)

Alternate Student Board Member

Note: Education Code 35012 authorizes the Board to appoint a student to serve as an alternate student Board member if the Board determines that the student Board member's duties are not being fulfilled.

If the Board determines that the student Board member's duties are not being fulfilled, the Board may appoint another student to serve ~~as an alternate~~ **out the term of the** student Board member. If an alternate student Board member is appointed, the Board shall suspend the prior student Board member's rights and privileges related to service on the Board. (Education Code 35012)

Elimination of Student Board Member Position

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)

Legal References: (see next page)

STUDENT BOARD MEMBERS (continued)

Legal Reference:

EDUCATION CODE

33000.5 *Appointment of student member to State Board of Education*

35012 *Board members; number, election and terms; student members*

35120 *Course credit for student board members*

35160 *Authority of governing boards*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

54950-54964 *Ralph M. Brown Act*

Management Resources:

WEB SITES

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

California Association of Student Councils: <http://www.casc.net>

California Association of Student Leaders: <http://www.caslboard.com>

(12/17 12/19) 12/21

Bylaw 9150: Student Board Members

Status: ADOPTED

Original Adopted Date: 02/21/2018

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

Petition

High school students may submit a petition to the Board requesting the appointment of at least one student Board member. (Education Code 35012)

To qualify for Board consideration, the petition for student representation shall contain the signatures of no less than 500 regularly enrolled high school students or no less than 10 percent of the number of regularly enrolled high school students, whichever is less. (Education Code 35012)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board. (Education Code 35012)

Election of Student Board Member

Student Board member positions shall be filled by a vote of students enrolled in the high school(s) in accordance with procedures prescribed by the Board. (Education Code 35012)

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

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

The term of student Board member(s) shall be one year, commencing on July 1. (Education Code 35012)

Role and Responsibilities of Student Board Members

Student Board member(s) shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)

(cf. 9321 - Closed Session Purposes and Agendas)

All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to voting Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 35012)

Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. Preferential voting means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)

(cf. 9324 - Minutes and Recordings)

Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

(cf. 9323.2 - Actions by the Board)

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings. (Education Code 35012)

(cf. 3350 - Travel Expenses)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Student Board Member Development

The Superintendent or designee may, at district expense, provide learning opportunities to student Board members through trainings, workshops, and conferences, such as those offered by the California School Boards Association and other organizations, to enhance their knowledge, understanding, and performance of their Board responsibilities.

(cf. 9240 - Board Training)

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

Elimination of Position

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)

CSBA Sample

Board Bylaw

Board Bylaws

BB 9320(a)

MEETINGS AND NOTICES

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location **as permitted by Government Code 54953**, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

Note: The Brown Act prohibits serial meetings, defined under Government Code 54952.2 as a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of district business.

This prohibition against serial meetings also applies to communications via technology. Email exchanges, chat room threads, or comments posted on a blog or social media account that result in a majority of the **Governing Board "discussing among themselves"** an item within the subject matter jurisdiction of the Board could result in a Brown Act violation. Pursuant to Government Code 54952.2, as amended by AB 992 (Ch. 89, Statutes of 2020), Board members may engage in separate conversations or communications with members of the public on an Internet-based social media platform that is open and accessible to the public as long as a majority of the Board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the Board and members do not comment on or use digital icons (e.g., "likes" or emojis) to express reactions to communications made by other Board members. Consequently, a Board member is prohibited from responding directly to any communication from other members of the Board on a social media platform regarding matters that are within the subject matter jurisdiction of the Board. See BB 9012 - Board Member Electronic Communications.

In 84 Ops.Cal.Atty.Gen. 30 (2001), the Attorney General opined that Government Code 54952.2 prohibits a majority of the Board from sending emails to each other to develop a collective concurrence as to action to be taken by the Board even if the emails are (1) sent to the secretary and chairperson, (2) posted on the district's web site, and (3) distributed **(in a printed version)** at the next meeting. Although the Attorney General recognized that those three conditions would allow the deliberations to be conducted, to some extent, "in public," the emails were prohibited by the Brown Act because all debate would be completed before the meeting and members of the public who did not have Internet access would be excluded from the debate.

MEETINGS AND NOTICES (continued)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

Note: Government Code 54952.2 specifies that briefings between staff and Board members are permissible in order to answer questions or to provide information, as long as the briefing is not used to communicate the comments or position of any other Board member. ~~Thus, Superintendent briefings involving less than a majority of the Board are allowed, but participants must ensure that the comments or positions of one member are not shared with other members.~~

However, an employee or district official may engage in separate conversations or **communications** with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

Note: Government Code 54953.2 requires that all Board meetings meet the protections of the Americans with Disabilities Act (**ADA**) (42 USC 12132) and implementing regulations (28 CFR 35.160, 36.303). Such protections require the district to ensure that the meeting is accessible to persons with disabilities and, upon request, to provide disability-related accommodations, such as auxiliary aids and services. Auxiliary aids and services may include accommodations at the actual meeting, such as a sign-language interpreter, or accommodations to the supporting documentation, such as Braille translation of the agenda packet. Government Code 54954.2 requires that the agenda specify how, when, and to whom a request for accommodation should be made; see BB 9322 - Agenda/Meeting Materials.

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

Note: Education Code 35140 and Government Code 54954 **mandate** the Board to fix the time and place for its regular meetings by rule and regulation.

The Board shall hold 1 regular meeting each month. Regular meetings shall be held at 6:00 p.m. on the 3rd Wednesday at the District Board Room, currently located at Center Joint Unified School District Annex, 3243 Center Court Lane, Antelope, CA 95843.

Note: Pursuant to Government Code 54954.2, the agenda for a regular meeting must be posted at least 72 hours prior to the meeting, at a location that is freely accessible to the public. Government Code 54954.2 also requires that the agenda be posted on the district's ~~Internet~~ web site, if it has one. Any district that does not have a web site should delete the reference to it in the following paragraph.

MEETINGS AND NOTICES (continued)

The Attorney General has determined in 78 Ops.Cal.Att'y.Gen. 327 (1995) that weekend hours may be counted as part of the 72-hour period for posting of the agenda prior to a regular meeting. In the same opinion, the Attorney General found that the term "freely accessible" requires that the agenda be posted in a location where it can be read by the public at any time during the 72 hours immediately preceding the meeting. For example, if a building where the agenda is posted is closed during the evening hours, the agenda must also be posted in a location accessible during evening hours, such as a lighted display case outside of the building. The Attorney General also opined in 88 Ops.Cal.Att'y.Gen. 218 (2005) that the agenda may be posted on a touch screen electronic kiosk, in lieu of a paper copy on a bulletin board, as long as the kiosk is accessible without charge to the public 24 hours a day, seven days a week.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's ~~Internet~~ web site. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

Note: Pursuant to Government Code 54957.5, the agenda must list any address where the public can inspect agenda materials that are distributed to Board members less than 72 hours before a regular meeting; see BB 9322 - Agenda/Meeting Materials. In addition, pursuant to the California Public Records Act (Government Code 6252-6270), agenda materials related to an open session of a Board's regular meeting are "public records" and are subject to the inspection of any member of the public. For a list of documents subject to disclosure by the district, see BP/AR 1340 - Access to District Records.

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose **at the time the materials are distributed to all or a majority of the Board.** (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Note: Education Code 35144 and Government Code 54956 allow the Board to hold special meetings to address any matter that requires timely action. For example, the Board may hold a special meeting to discuss the need for an emergency state apportionment when the district is in financial distress; see BPAR 3460 - Financial Reports and Accountability. However, pursuant to Government Code 54956, certain specified matters, as described below, may not be addressed in a special meeting.

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

MEETINGS AND NOTICES (continued)

Note: Pursuant to Government Code 54956, written notice of a special meeting may be delivered personally or by other means, including email or fax. Government Code 54956 requires any district that has its own Internet web site to also post the notice on its web site. Any district that does not have its own web site should delete reference to it in the following paragraph.

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (**Education Code 35144**; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

Note: Government Code 54956.5 authorizes a closed session during emergency meetings, as long as two-thirds of the members present at the meeting agree on the need for the closed session or, if less than two-thirds of the members are present, by unanimous vote of the members present. See BB 9321 - Closed Session and E(1) 9323.2 - Actions by the Board.

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An *emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

MEETINGS AND NOTICES (continued)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time **and place** and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

Note: The following section is **optional** and may be revised to reflect district practice. Pursuant to Government Code 54954.2, the Board must still comply with the public notice requirements when holding a study session, retreat, public forum or other such meeting.

MEETINGS AND NOTICES (continued)

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

MEETINGS AND NOTICES (continued)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques

MEETINGS AND NOTICES (continued)

9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

Note: In 84 Ops.Cal.Atty.Gen. 181 (2001), the Attorney General opined that a city is not required under the **ADA Americans with Disabilities Act** to provide, as an accommodation for city council member with disabilities who was unable to attend a regularly scheduled meeting, a teleconference connection to the member's house where the public would not be permitted to be present. According to the Attorney General, Government Code 54953 requires that members of the public be permitted to be present at any teleconference location.

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

MEETINGS AND NOTICES (continued)**Teleconferencing During a Proclaimed State of Emergency**

Note: Pursuant to Government Code 54953, as amended by AB 361 (Ch. 165, Statutes of 2021), boards are authorized, until January 1, 2024, to conduct board meetings by teleconference as specified below when holding a board meeting during a proclaimed state of emergency pursuant to Government Code 8625-8629 when any of the following circumstance exist: (1) state or local officials have imposed or recommended measures to promote social distancing; (2) to determine whether, as a result of an emergency, meeting in person would present imminent risks to the health or safety of attendees; or (3) when it has been determined, as a result of an emergency, that meeting in person would impose such risks.

While a resolution is not required by law to make findings required by Government Code 54953, as amended by AB 361, CSBA offers sample resolutions available on its web site for (1) recognizing a state of emergency and authorizing teleconferenced meetings and (2) recognizing a state of emergency and re-authorizing teleconferenced meetings. CSBA recommends that if resolutions are not utilized, the motion and findings to authorize or reauthorize emergency teleconferenced meetings are included in the meeting minutes.

The Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of the public to address the Board directly at each teleconference location, and ensuring that at least a quorum of the Board participate from locations within district boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. State or local officials have imposed or recommended measures to promote social distancing
2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees
3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees

To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953)

1. The notice and agenda shall be given and posted as otherwise required by the Brown Act

MEETINGS AND NOTICES (continued)

2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option

Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the Board.

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3
4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time
5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed
6. If during a Board meeting a disruption occurs which prevents the district from broadcasting the meeting to members of the public or for members of the public to offer public comments, the Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored

(cf. 9323.2 - Actions by the Board)

The district may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953)

The Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. The state of emergency continues to directly impact the ability of the Board to meet safely in person
2. State or local officials continue to impose or recommend measures to promote social distancing

MEETINGS AND NOTICES (continued)

~~All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.~~

Legal Reference:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions in connection with a student
- 35147 Open meeting law exceptions and applications

GOVERNMENT CODE

- 3511.1 Local agency executives
- 6252-6270 California Public Records Act**
- 8625-8629 California Emergency Services Act**
- 11135 State programs and activities; prohibition of discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
 - 54953 Meetings to be open and public; attendance; **teleconference**
 - 54954 Time and place of regular meetings
 - 54954.2 Agenda posting requirements, board actions
 - 54956 Special meetings; call; notice
 - 54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.160 Effective communications for individuals with disabilities
- 36.303 Auxiliary aids and services for individuals with disabilities

COURT DECISIONS

- Garnier v. Poway Unified School District*, (S.D. Cal. September 26, 2019) No. 17-cv-2215-W (JLB), 2019 WL 4736208 (S.D. Cal. September 26, 2019)
- Knight First Amendment Institute at Columbia University v. Trump*, (2019) 928 F.3d 226 (2019)
- Wolfe v. City of Fremont*, (2006) 144 Cal.App. 4th 533 54433

ATTORNEY GENERAL OPINIONS

- 88 *Ops. Cal. Atty. Gen.* 218 (2005)
- 84 *Ops. Cal. Atty. Gen.* 181 (2001)
- 84 *Ops. Cal. Atty. Gen.* 30 (2001)
- 79 *Ops. Cal. Atty. Gen.* 69 (1996)
- 78 *Ops. Cal. Atty. Gen.* 327 (1995)

Management Resources: (see next page)

MEETINGS AND NOTICES (continued)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public View: A Guide to the Ralph M. Brown Act, 2016 2nd Ed., 2010

WEB SITES

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

CSBA, GAMUT Meetings:

<http://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <http://oag.ca.gov/home>

Institute for Local Government: <http://www.ca-ilg.org>

League of California Cities: <http://www.cacities.org>

(11/11 12/20) 12/21

Center Unified SD

Board Bylaw

Meetings And Notices

BB 9320

Board Bylaws

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Regular Meetings

The Board shall hold 1 regular meeting each month. Regular meetings shall be held at 6:00 p.m. on the 3rd Wednesday at the District Board Room - Room 503, Riles Middle School, 4747 PFE

Road, Roseville, CA 95747.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for

special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within district boundaries, except to do any of the following:
(Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions
- 35147 Open meeting law exceptions and applications

GOVERNMENT CODE

- 3511.1 Local agency executives
- 11135 State programs and activities, discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
- 54953 Meetings to be open and public; attendance

54954 Time and place of regular meetings
54954.2 Agenda posting requirements, board actions
54956 Special meetings; call; notice
54956.5 Emergency meetings
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.160 Effective communications
36.303 Auxiliary aids and services
COURT DECISIONS
Wolfe v. City of Fremont, (2006) 144 Cal.App. 544
ATTORNEY GENERAL OPINIONS
88 Ops.Cal.Atty.Gen. 218 (2005)
84 Ops.Cal.Atty.Gen. 181 (2001)
84 Ops.Cal.Atty.Gen. 30 (2001)
79 Ops.Cal.Atty.Gen. 69 (1996)
78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEB SITES

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

CSBA, Agenda Online:

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.ag.ca.gov>

Institute for Local Government: <http://www.ca-ilg.org>

League of California Cities: <http://www.cacities.org>

Bylaw

adopted: April 18, 2012

CENTER UNIFIED SCHOOL DISTRICT

Antelope, California

Bylaw 9322: Agenda/Meeting Materials

Status: ADOPTED

Original Adopted Date: 03/01/2008 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning and well-being.

CSBA NOTE: Government Code 54954.2 requires Governing Board meeting agendas to briefly describe each item to be discussed, including closed session items, and states that a brief general description of an item generally need not exceed 20 words. For information regarding the different types of meetings and meeting location requirements, including teleconferenced meetings, see BB 9320 - Meetings and Notices. For agenda requirements regarding closed session agenda items, see BB 9321 - Closed Session Purposes and Agendas.

Each agenda shall state the meeting time and locationplace and shall briefly describe each ~~business~~ item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting by of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item, before or during the committee's consideration of the item, ~~at that meeting and that the item~~ has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

CSBA NOTE: Pursuant to Government Code 54957.5, the agenda for a regular meeting must include the address of the location where the public can inspect any materials that are related to an open session item and are distributed to the Board less than 72 hours before that meeting. See section below entitled "Agenda Dissemination to Members of the Public."

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

CSBA NOTE: Government Code 54954.2 requires that the agenda include information regarding how, when, and to whom a request for a disability-related accommodation or modification may be made. See BB 9320 - Meetings and Notices. The following paragraph should be modified to reflect district practice as to when and to whom such a request should be made.

The agenda shall include information regarding how, when, and to whom a request ~~for~~ should be made if an individual requires disability-related accommodations or modifications, including auxiliary aids and services, may be made by an individual who requires accommodations or modifications in order to participate in the Board meeting. (Government Code 54954.2)

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 49073.2, the Board is prohibited from including in its minutes a student's directory information, as defined in Education Code 49061, or a parent/guardian's personal information, as defined in Education Code 49073.2, when the student or parent/guardian has provided the Board with a written request that such information be excluded; see BB 9324 - Minutes and Recordings. In order to notify students and parents/guardians of the right to request that such information be withheld, the Board should consider including a statement in each agenda.

Each agenda shall include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes. The agenda shall also state that the request must be made in writing to the secretary or clerk of the Board.

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

CSBA NOTE: Education Code 35145.5 mandates that the Board adopt reasonable regulations to ensure that members of the public can place matters directly related to district business on Board meeting agendas. The following paragraph, including the timeline, should be revised to reflect district practice. Districts are free to establish their own timeline for placing an item on the agenda, taking into account staff time and resources, as long as the established timeline is a reasonable one. In *Caldwell v. Roseville Joint Union High School District*, a federal district court upheld a district bylaw requiring members of the public to submit a written request in order to place items on a meeting agenda. ~~The case involved an alleged violation of the plaintiff's~~ had alleged that his First Amendment rights were violated when the district did not place his an item on the agenda in response to his ~~the plaintiff's~~ oral request because the district disagreed

with the plaintiff's religious beliefs. However, the court held that the district's bylaw requiring that requests first be made in writing was content-neutral and thus a reasonable restriction.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least 12 days before the scheduled meeting date. Items submitted less than 12 days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

CSBA NOTE: In *Mooney v. Garcia*, a California appeals court reaffirmed the board's discretion in determining whether an agenda item is related to school district matters.

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information ~~or whether the issue is covered by an existing policy or administrative regulation, and if so, respond accordingly.~~

CSBA NOTE: The following paragraph is optional and may be revised to reflect district practice.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

CSBA NOTE: The following optional paragraph is for boards that use the consent agenda or calendar to take action on matters of a routine nature for which discussion may not be necessary. It is important for such boards to limit the use of the consent agenda to noncontroversial matters and to establish rules that help ensure that any use of the consent agenda does not reduce transparency in the board's conduct of district business or result in violation of the open meeting laws. In addition, boards should be aware that, by law, certain items may not be placed on the consent agenda. For example, pursuant to Government Code 54960.2, a board's decision to approve or rescind its unconditional commitment to refrain from taking certain actions in violation of the Brown Act must be made as a separate item and not on the consent agenda. See BB 9323.2 - Actions by the Board.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an

item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item unless such item that has not been previously considered at an open meeting of a committee comprised exclusively of Board members. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

Agenda Dissemination to Board Members

CSBA NOTE: The following section is optional and should be modified to reflect district practice. Pursuant to Government Code 6252.7, when the Board, in the conduct of its duties, is authorized by law to access any writing of the Board or district, including agenda and supporting documents, the district is prohibited from discriminating between or among Board members as to when and which writing records will be made available.

CSBA's GAMUT Meetings, an electronic board meeting agenda service for use by districts, county offices of education, and the public allows development of and access to Board meeting agendas, supporting documents, and minutes from any computer that has Internet access. Further information can be found on CSBA's web site.

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available supporting documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public

upon request without delay. Only those documents which are disclosable public records under the Public Records Act (PRA) and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

CSBA NOTE: Pursuant to Government Code 54954.2, the agenda for a regular meeting of the Board must be posted at least 72 hours prior to the meeting on the district's web site, if it has one, and at a location that is freely accessible to the public. The Attorney General has determined in 78 Ops.Cal.Atty.Gen. 327 (1995) that weekend hours may be counted as part of the 72-hour period for posting of the agenda prior to a regular meeting. In the same opinion, the Attorney General found that the term "freely accessible" requires that the agenda be posted in a location where it can be read by the public at any time, including evening hours, during the 72 hours immediately preceding the meeting. Also see BB 9320 - Meetings and Notices.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

CSBA NOTE: Government Code 54954.2 requires that the agenda for any meeting occurring on or after January 1, 2019, be posted on the homepage of the district web site, if it has one, in accordance with law. Districts that use an integrated agenda management platform, such as CSBA's GAMUT Meetings, may provide a direct link on the homepage of the district's web site to access agendas posted on the platform. Pursuant to Government Code 54954.2, the link must not be solely accessible through a contextual menu, and the agenda must be posted in a format which is retrievable, downloadable, indexable, electronically searchable by commonly used Internet search applications, available to the public free of charge, and without any restriction that would impede the reuse or redistribution of the agenda.

The Attorney General has opined in 99 Ops. Cal. Atty. Gen. 11 (2016) that the Brown Act regular meeting online agenda posting provision contained within Government Code 54954.2 is not necessarily violated when a local agency's web site experiences technical difficulties that cause the agenda to become inaccessible to the public for a portion of the 72 hours that precede the scheduled meeting. If the local agency has otherwise substantially complied with the Brown Act agenda posting requirements, the legislative body may lawfully hold its regular meeting as scheduled.

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee

shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

CSBA NOTE: The following paragraph is for districts that have a web site and should be deleted by districts that do not have a web site. Pursuant to Government Code 54954.1, as amended by SB 274 (Ch. 763, Statutes of 2021), any district with a web site is required to email a copy of, or a web site link to, the agenda or a copy of all the documents constituting the agenda packet if a person requests that such items be delivered by email, as specified below.

The Superintendent or designee shall email a copy of, or a web site link to, the agenda or a copy of all the documents constituting the agenda packet to any person who requests such items to be delivered by email. If the Superintendent or designee determines that it is technologically infeasible to do so, a copy of the agenda or a web site link to the agenda and a copy of all other documents constituting the agenda packet shall be sent to the person who has made the request in accordance with mailing requirements specified in law. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

CSBA NOTE: The following optional paragraph is for use by districts that charge a fee for mailing the agenda or agenda packet. Government Code 54954.1 authorizes districts to charge a fee for mailing the agenda or agenda packet as long as the fee does not exceed the cost of providing the service. Pursuant to Government Code 54957.5, a surcharge may not be imposed for providing the agenda and other public record documents in alternative formats to persons with disabilities.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act PRA. (Government Code 54957.5)

CSBA NOTE: Pursuant to Government Code 54954.1, upon request, the agenda and supporting documentation must be made available in appropriate alternative formats to persons with a disability, as required under the Americans with Disabilities Act (42 USC 12132). Examples of

alternative formats, also referred to as "auxiliary aids and services," are listed in 28 CFR 36.303 and include accessible electronic and information technology, audio recordings, or Braille materials.

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

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	Description
Ed. Code 35144	Special meeting
Ed. Code 35145	Public meetings
<u>Ed. Code 49061</u>	<u>Student records; definitions</u>
<u>Ed. Code 49073.2</u>	<u>Meeting minutes; directory or personal information</u>
Gov. Code 53635.7	Separate item of business <u>for borrowing of \$100,000 or more</u>
Gov. Code 54954.1	<u>Request for copy of agenda or agenda packet by member of public</u> <u>Mailed notice to property owners</u>
Gov. Code 54954.2	Agenda posting requirements, board actions
Gov. Code 54954.3	Opportunity for public to address legislative body
Gov. Code 54954.5	Closed session item descriptions
Gov. Code 54956.5	Emergency meetings
Gov. Code 54957.5	Public records
Gov. Code 54960.2	Challenging board actions; cease and desist
Gov. Code 6250-6270	California Public Records Act
Gov. Code 95000-95004 <u>29</u>	California Early Intervention Services Act
Federal	Description
28 CFR 35.160	Effective communications
28 CFR 36.303	Auxiliary aids and services
42 USC 12101-12213	Americans with Disabilities Act
Management Resources	Description

Attorney General Opinion	99 Ops. Cal. Atty. Gen. 11 (2016)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 327 (1995)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Caldwell v. Roseville Joint Union High School District, (2007) U.S. Dist. LEXIS 66318
Court Decision	Mooney v. Garcia, (2012) 207 Cal.App.4th 229
CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2018 ⁵
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019 ⁴
<u>Website</u>	<u>CSBA (https://www.csba.org/gamut)</u>
Website	California Attorney General's Office

Cross References

Code	Description
0000	Vision
0200	Goals For The School District
0410	Nondiscrimination In District Programs And Activities
1100	Communication With The Public
1112	Media Relations
1113	District And School Web Sites
1113	District And School Web Sites
1113-E(1)	District And School Web Sites
1312.1	Complaints Concerning District Employees
1312.1	Complaints Concerning District Employees
1312.2	Complaints Concerning Instructional Materials
1312.2	Complaints Concerning Instructional Materials
1312.2-E(1)	Complaints Concerning Instructional Materials
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures

1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1312.4	Williams Uniform Complaint Procedures
1312.4-E(1)	Williams Uniform Complaint Procedures
1312.4-E(2)	Williams Uniform Complaint Procedures
1340	Access To District Records
1340	Access To District Records
1400	Relations Between Other Governmental Agencies And The Schools
2210	Administrative Discretion Regarding Board Policy
3100	Budget
3100	Budget
3312	Contracts
3320	Claims And Actions Against The District
3320	Claims And Actions Against The District
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
4312.1	Contracts
5144.1	Suspension And Expulsion/Due Process
5144.1	Suspension And Expulsion/Due Process
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E(1)	Selection And Evaluation Of Instructional Materials
9012	Board Member Electronic Communications
9121	President
9122	Secretary
9130	Board Committees
9150	Student Board Members
9200	Limits Of Board Member Authority

9310	Board Policies
9320	Meetings And Notices
9321-E(1)	Closed Session
9321-E(2)	Closed Session
9321	Closed Session
9323	Meeting Conduct
9323.2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board
9323.2	Actions By The Board
<u>9324</u>	<u>Minutes and Recordings (BB)</u>

Policy Reference UPDATE Service

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Bylaw 9322: Agenda/Meeting Materials

Status: ADOPTED

Original Adopted Date: 03/20/2019

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Each agenda shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall include information regarding how, when, and to whom a request should be made if an individual requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

(cf. 9121 - President)

(cf. 9122 - Secretary)

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3320 - Claims and Actions Against the District)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Agenda Dissemination to Board Members

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)
