

**KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT  
GOVERNING BOARD MEETING**

**August 8, 2022**

**Kingsburg Elementary Charter School District Professional Development Building  
1310 Stroud Avenue  
Kingsburg, California 93631**

**Alternative Location:  
1921 4<sup>th</sup> Avenue East  
Dickinson, ND 58601**

**4:00 p.m. – PUBLIC SESSION**

**5:00 p.m. – CLOSED SESSION**

**6:00 p.m. – PUBLIC SESSION**

(Please note: Designated times are approximate)

**AGENDA**

*In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Superintendent's Office at 897-2331. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.*

*Public records relating to a public session agenda item of a regular meeting that are distributed within 72 hours prior to the meeting will be available for public inspection at the District Office, 1310 Stroud Avenue, Kingsburg, California.*

**PUBLIC SESSION AND PUBLIC COMMENT ON AGENDIZED AND NON-AGENDIZED ITEMS**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Moment of Contemplative Silence
4. Approval of Agenda

**DISCUSSION**

5. Superintendent's Report
  - 5.1. Communications/Recognitions
6. Assistant Superintendent's Report
7. CBO's Report
8. Director of Special Education and Student Services Report
9. Board Member Reports
10. First Reading: Board Policies/Administrative Regulations/Exhibits
  - 10.1. E 1113(1): District And School Web Sites
  - 10.2. BP 3110: Transfer of Funds
  - 10.3. BP 4030: Nondiscrimination in Employment
  - 10.4. BP 5148.3: Preschool/Early Childhood Education

- 10.5. AR 5148.3: Preschool/Early Childhood Education
- 10.6. BP 6170.1: Transitional Kindergarten
- 10.7. BP 6173: Education for Homeless Children
- 10.8. AR 6173: Education for Homeless Children
- 10.9. BB 9322: Agenda/Meeting Materials

## **ACTION**

### **NOTICE TO PUBLIC – CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. A motion will enact all consent agenda items. There will be no separate discussion of these items prior to the time the Board of Trustees votes on the motion unless members of the board, staff or public request specific items to be discussed or moved from the consent agenda for separate action. The district administration recommends approval of the following consent agenda items:*

- 11. Consent Agenda
  - 11.1. Consider Approval of Minutes – July 18, 2022 Board Meeting
  - 11.2. Consider Approval of Cash Balances
  - 11.3. Consider Approval of Budget Report
  - 11.4. Consider Approval of Accounts Payable Report
  - 11.5. Consider Approval of Fundraisers for the 2022-23 School Year

## **BUSINESS SERVICES**

- 12. Consider Approval of Revised 2022-2023 Budget (45 Day Revise)
- 13. Consider Approval of AMIM Discretionary Block Grant Expenditure Plan
- 14. Consider Approval of Increase to the District Insurance Cap to \$1,201.25 Per Month, Effective October 1, 2022
- 15. Consider Approval of Agreement with Kingsburg Joint Union High School District for KECSD to Provide Student Breakfasts Which Meet the School Breakfast Program (SBP) Meal Pattern Requirements

## **CURRICULUM AND INSTRUCTION**

- 16. Consider Approval of Consulting Services Agreement with California State University Fresno Foundation to Provide Parent University to KECSD Parents

## **HUMAN RESOURCES**

- 17. Consider Approval of a Provisional Internship Permit (PIP) for Andrea Orozco for the Purpose of Teaching Special Education at Washington Elementary School. Applicant will be employed on the basis of a Provisional Internship Permit.

## **ADMINISTRATIVE SERVICES**

- 18. Consider Approval of Recommendation of Nominations for the Fresno County Committee on School District Organization
- 19. Consider Approval of Board Policies/Administrative Regulations/Exhibits
  - 19.1. BP 1312.3: Uniform Complaint Procedures
  - 19.2. AR 1312.3: Uniform Complaint Procedures
  - 19.3. E(1) 1312.3: Uniform Complaint Procedures

- 19.4. E(2) 1312.3: Uniform Complaint Procedures
- 19.5. AR 3515.6: Criminal Background Checks for Contractors
- 19.6. BP 4112.8: Employment of Relatives
- 19.7. AR 5125: Student Records
- 19.8. AR 5145.3: Nondiscrimination/Harassment
- 19.9. BP 5148.2: Before/After School Programs
- 19.10. AR 5148.2: Before/After School Programs
- 19.11. BP 6158: Independent Study
- 19.12. AR 6158: Independent Study
- 19.13. BB 9250: Remuneration, Reimbursement and Other Benefits
- 19.14. BB 9320: Meetings and Notices

## **PUBLIC COMMENT**

### **PUBLIC COMMENT**

*The Public Comment portion of the agenda provides an opportunity for the public to address the Governing Board on items within the Board's jurisdiction and which are not already on the agenda. The Board of Education is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Board does not respond to public comment at this time. Concerns will be referred to the Superintendent's office for review and response. Our policy states that during the public comment portion of the Board meeting, speakers should limit their comments to three (3) minutes with a total of fifteen (15) minutes per issue allowed. That policy will be enforced for all speakers. Any person who wishes to speak during this time should rise; state their name, and the subject of their remarks.*

## 20. Public Comment on Agendized and Non-Agendized Items

## 21. Set Date, Time, and Location of Next Regularly Scheduled Board Meeting: September 12, 2022, 4:00 p.m., Professional Development Building

## **CLOSED SESSION**

### **REVIEW OF PERSONNEL MATTERS PURSUANT TO GOVERNMENT CODES 11126 AND 54957**

*Review of personnel matters is limited to consideration of the appointment, employment, evaluation of performance, change of status, or dismissal of a public employee; or to hear "complaints or charges brought against such employee by another person or employee unless the employee requests a public session."*

## 22. Public Employee Discipline/Dismissal/Release/Complaint (Government Code Section 54957)

## 23. Anticipated Litigation (Government Code Section 54956.9(b))

## 24. Public Employee Employment

### 24.1. Certificated Personnel

- 24.1.1. Consider Acceptance of Resignation: School Counselor, Student Services
- 24.1.2. Consider Acceptance of Resignation: Math Teacher, Rafer Johnson Jr. High
- 24.1.3. Consider Approval of Request to Hire: School Counselor, Student Services
- 24.1.4. Consider Approval of Request to Hire: Math Teacher, Rafer Johnson Jr. High

### 24.2. Classified Personnel

- 24.2.1. Consider Acceptance of Resignation: Paraprofessional- Categorical, Lincoln Elementary School
- 24.2.2. Consider Acceptance of Resignation: Paraprofessional- RSP, Reagan Elementary School
- 24.2.3. Consider Acceptance of Resignation: Paraprofessional- Categorical, Reagan Elementary School
- 24.2.4. Consider Approval of Request to Hire: Paraprofessional- Categorical, Reagan Elementary School
- 24.2.5. Consider Approval of Request to Hire: Paraprofessional- RSP, Special Education

- 24.2.6. Consider Approval of Request to Hire: Assistant Secretary, Lincoln Elementary School
- 24.2.7. Consider Approval of Request to Hire: Paraprofessional- Categorical, Reagan Elementary School
- 24.2.8. Consider Approval of Request to Hire: Cafeteria Helper, Roosevelt School
- 24.2.9. Consider Approval of Request to Hire: Library/Media Technician I, Reagan Elementary School

25. Pupil Personnel

- 25.1. Consider Interdistrict Transfer Requests (Pursuant to Education Code 48204, 35146)
  - 25.1.1. Consider Approval of 2022-23 New Attendance Requests – Site-Based Program
  - 25.1.2. Consider Approval of 2022-23 New Attendance Requests – Central Valley Home School

**RECONVENE PUBLIC SESSION**

**ACTION**

- 26. Report of Actions Taken in Closed Session
- 27. Adjourn

## **POLICY GUIDE SHEET**

### **August 8, 2022**

#### **Exhibit(1) 1113 - District and School Web Sites**

Exhibit updated to reflect **NEW LAW (AB 27, 2021)** which includes posting requirements related to the identification of homeless students and **NEW LAW (AB 819, 2021)** which includes posting requirements related to specified environmental review documents as required by the California Environmental Quality Act. Exhibit also updated to add posting requirements related to posters published by the California Department of Fair Employment and Housing, and amend the item regarding the district's meal payment collection policy and procedures to reference a different memorandum regarding unpaid meal charges.

#### **Board Policy 3110 - Transfer of Funds**

Policy updated to delete an authorization for the temporary transfer of funds which only pertained to the 2020-21 and 2021-22 fiscal years.

#### **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.

#### **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 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 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.

**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.

**Exhibit 1113-E(1): District And School Web Sites**

**Status:** DRAFT

**Original Adopted Date:** Pending

**MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEB SITE**

**Materials to Prominently Display**

The following must be posted in a prominent location on the district's web site, such as on the home page when required by law:

1. The district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.
2. A direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.
3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. The district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 - Nondiscrimination/Harassment.
5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
7. Information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the name and contact information of the Title IX Coordinator, the rights of students and the public as specified in Education Code 221.8, the responsibilities of the district under Title IX, web links to information about those rights and responsibilities on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights, a description of how to file a complaint of noncompliance under Title IX with specified components, and a link to Title IX information posted on the California Department of Education's (CDE) web site (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.
8. A link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
9. Posters published by the California Department of Fair Employment and Housing (DFEH) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "Transgender Rights in the Workplace," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). See AR 4030 - Nondiscrimination in Employment and AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.
10. If the district has formed a community facilities district (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to

Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

### **Other Postings**

The following materials are also required to be posted on the district web site. However, there are no specific requirements related to where they are posted on the web site.

1. The Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5). See AR 0430 - Comprehensive Local Plan for Special Education.
2. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.
3. Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitate an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Contact information for the district's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6). See AR 6173 - Education for Homeless Children.
5. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's web site or, if the school does not have a web site, on the district's web site. See AR 6145.2 - Athletic Competition.
6. If the district has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the district will begin accepting applications, reasons that the district may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an existing interdistrict transfer permit may be revoked or rescinded (Education Code 46600.2). See AR 5117 - Interdistrict Transfer.
7. If the district has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301). See AR 5117 - Interdistrict Transfer.
8. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.
9. The section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050). Post these section(s) or a link to them on each school's web site or, if a school does not have its own web site, on the district's web site in a manner that is accessible to the public without a password. See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.
10. The district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016). See BP/AR 3551 - Food Services Operations/Cafeteria Fund.
11. If the district includes information about the free and reduced-priced meal program on its web site, a nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district (USDA FNS Instruction 113-1). For the required wording of the statement, see E 3555 - Nutrition Program Compliance.
12. The school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5 (Education Code 17611.5). Post on the school's web site or, if



the school does not have a web site, then on the district's web site. See AR 3514.2 Integrated Pest Management.

13. When the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have been filed (Public Resources Code 21082.1, 21092, 21092.2).
  14. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.
  15. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.
  16. Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's web site.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their web sites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.
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DRAFT

**Policy 3110: Transfer Of Funds**

**Status:** DRAFT

**Original Adopted Date:** 01/19/2010 | **Last Revised Date:** 10/12/2021

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

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

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

1. At any time, adopt a written resolution providing for transfers from the designated fund balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the County Auditor. (Education Code 42600)
  2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)
  3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
  4. If any special reserve funds that are maintained for capital outlay or other purposes pursuant to Education Code 42842 are not actually encumbered for ongoing expenses, transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may submit a written request to the County Superintendent, Auditor, and Treasurer to discontinue the special reserve fund and transfer those monies to the district's general fund. (Education Code 42841-42843)
  5. Transfer monies between other funds or accounts when authorized by law.
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**Policy 4030: Nondiscrimination In Employment**

**Status:** DRAFT

**Original Adopted Date:** 02/21/2012 | **Last Revised Date:** 08/19/2019

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.

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, 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.

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 the district is required to do so in order to comply with federal immigration law. (2 CCR 11028)

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. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of 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 employee's work performance or creating an intimidating, hostile, or offensive work environment
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. 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

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)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or 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 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.

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 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 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.

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)

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**Policy 5148.3: Preschool/Early Childhood Education**

**Status:** DRAFT

**Original Adopted Date:** 02/21/2012 | **Last Revised Date:** 07/12/2021

The Governing Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development, knowledge, skills, and abilities. 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.

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.

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.

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.

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

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.

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program. (Education Code 8205, 48000)

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 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.

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.

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.

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.

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 8208, 8210, and 8211 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 preschool program is offered.

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)

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.

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

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 8212; 5 CCR 4610, 4611, 4690-4694)

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.

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DRAFT

**Regulation 5148.3: Preschool/Early Childhood Education**

**Status:** DRAFT

**Original Adopted Date:** 02/21/2012 | **Last Revised Date:** 07/12/2021

*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 CDE under the 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.

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

The district's preschool program shall include all required program components 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.

**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 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**

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. (Education Code 8241, 5 CCR 18135, 18290)



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)

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.

### **Family Literacy Services**

When any district preschool program receives funding for family literacy services pursuant to Education Code 8221, the Superintendent or designee shall coordinate the provision of: (Education Code 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
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
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

### **Eligibility and Enrollment Priorities for Part-Day CSPP Programs**

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)

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 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**

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 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)

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**

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.

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)

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

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)

### **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 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.

### **Fees and Charges**

Fees for participation in the district's full-day CSPP program shall be assessed and collected in accordance with the fee schedule established by the SPI in conjunction with the California Department of Social Services. (Education Code 8252; 5 CCR 18078)

However, for the 2021-2022 school year, family fees shall not be collected as specified in Education Code 8252.

In addition, no fee shall be charged to an eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code 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)

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 8254)

### **Disenrollment Based on Reduced Funding**

When necessary to disenroll families from subsidized preschool services, 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)

### **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 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
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
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. (Education Code 8222)

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 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 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)

**Policy 6170.1: Transitional Kindergarten**

**Status:** DRAFT

**Original Adopted Date:** 10/12/2021

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 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.

**Eligibility**

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 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

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program. (Education Code 48000).

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.

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.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, 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)

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.

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)

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)

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 CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 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
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

The district shall maintain an average TK class enrollment of not more than 24 students for each school site. (Education Code 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.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 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)

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.

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)

### **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)

### **Assessment**

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.

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**Policy 6173: Education For Homeless Children**

**Status:** DRAFT

**Original Adopted Date:** 09/12/2006 | **Last Revised Date:** 12/12/2016

The Governing Board believes 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 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)

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 identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

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.

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)

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)

In addition, 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)

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)

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.

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)

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)

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, 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)

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)

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 more effectively identify and support the education of homeless students.

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**Regulation 6173: Education For Homeless Children**

**Status:** DRAFT

**Original Adopted Date:** 09/12/2006 | **Last Revised Date:** 12/12/2016

**Definitions**

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes:  
(Education Code 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 not in the physical custody of a parent or guardian.  
(Education Code 48859; 42 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which the student 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 was last enrolled, or if there is some other school that the student attended within the preceding 15 months and with which the student 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)

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)

Mary Silva, District Liaison  
2455 14th Street  
Kingsburg, CA 93631  
msilva@kesd.org  
559-897-6864

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, 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
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 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 collection and 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 the student's 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.

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 shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on 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 the student's 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 the right to appeal. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the 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 the student: (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
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 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 school requested by the student's 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, the student may continue attending the student's 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 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 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 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 the student is no longer homeless, the student 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 is in grades K-8

2. Through graduation if the student 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 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.

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

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, the decision may be appealed 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 liaison for homeless students 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 the student's 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 the student's 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)

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 IEP 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, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school 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 shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that the student did not complete at the 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 shall be enrolled in the same or equivalent course, if applicable, so that the student 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)

### **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 established by the Governing Board.

However, when a homeless student who has completed the second year of high school transfers into the district from another school district or transfers between high schools within the district, the student 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 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, 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 third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer or the length of the student's school enrollment, whichever qualifies the student 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 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 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 fifth year of high school, the Superintendent or designee 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, 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 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 if 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 have access to extracurricular and enrichment activities that are available to all students in the school, including but not limited to, interscholastic sports administered by the California Interscholastic Federation. (Education Code 48850)

### **Notification, 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)

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.

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)

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DRAFT

**Bylaw 9322: Agenda/Meeting Materials**

**Status:** DRAFT

**Original Adopted Date:** 06/15/2009 | **Last Revised Date:** 05/13/2019

**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.

Each agenda shall state the meeting time and location and shall briefly describe each 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 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, and 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)

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 for 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)

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.

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, and if so, respond accordingly.

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 unless such item has 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**

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)

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)

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)

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)

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 PRA. (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)

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**KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT  
GOVERNING BOARD MEETING**

**July 18, 2022**

**Kingsburg Elementary Professional Development Building  
1310 Stroud Avenue  
Kingsburg, California 93631**

**Alternative Location:  
1921 4<sup>th</sup> Avenue East  
Dickinson, ND 58601**

**4:00 p.m.  
MINUTES**

**PUBLIC SESSION AND PUBLIC COMMENT ON AGENDIZED AND NON-AGENDIZED ITEMS**

1. Call to Order and Roll Call  
Board President, Karyll Smith Quinn, called the meeting to order at 4:00 p.m.

**Board Members Present:**

Karyll Smith Quinn, President  
Brad Bergstrom, Clerk  
Constance Lunde, Member (Attended Meeting By Teleconference at the Alternative Location)  
Shane Murray, Member  
Frank Yanes, Member

**District Office Administrators Present:**

Wesley Sever, Ed.D., Superintendent  
Matt Stovall, Assistant Superintendent  
Bobby Rodriguez, Chief Business Official  
Carol Bray, Director, Human Resources

2. Pledge of Allegiance
3. Moment of Contemplative Silence
4. Approval of Agenda

Moved: Mr. Bergstrom; Seconded: Mr. Yanes, to approve the July 18, 2022, Board agenda as submitted:

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes

Motion Carried: 5-0

**DISCUSSION**

5. Superintendent's Report
  - 5.1. Communications/Recognitions
  - 5.2. There have been 30 employee promotions or transfers within the District since mid-year last year.

- 5.3. The Back to School Night flyer was handed out. Mrs. Ballard will provide site maps at the next meeting, when staff is finalized.
  - 5.4. Dr. Sever recently attended the Small School District Association's Superintendents' and High School Leaders' Summit.
  - 5.5. The District Opening Session will be held at the Rafer Gym on August 8th from 7:30 am (breakfast) to approximately 10:00 am. ALL employees are welcome. Mr. Yanes and other guest speakers will be presenting at the event.
  - 5.6. KEE Klub awarded \$4,000 in scholarships to employees' children who graduated in June.
6. Assistant Superintendent's Report
- 6.1. The EL Summer School Program began July 11<sup>th</sup> and will continue through July 22<sup>nd</sup>. So far, it is going well, and students and staff are enjoying the activities.
  - 6.2. One hundred ninety-five students attended Summer School in June. Many students showed growth in ELA, math, and history. PRESS has been very successful. A staff survey following summer school indicated strengths and opportunities for change in future years.
  - 6.3. EL Summer School ends this Friday. It has been well-organized, and students are having fun and learning a lot.
  - 6.4. A new After School Program will begin August 29<sup>th</sup> and run through May 31<sup>st</sup> from after school until 6 pm for Lincoln and Reagan Schools students. This program is free to families, and transportation is available. The Expanded Learning Opportunities Program provides funding. Priority registration will be given to Foster and Homeless Youth. Information will be sent to families on August 2<sup>nd</sup>.
  - 6.5. Mr. Stovall discussed the upcoming staff training, including Guided Reading, New Teacher SIOP Training, PRESS Paraprofessional Training, and the District Kick-Off PD available to teachers on August 8<sup>th</sup>.
7. Chief Business Official's Report
- 7.1. Mr. Rodriguez shared a presentation of recent projects and news from around the District.
    - 7.1.1. The shade structure was placed at CVHS today.
    - 7.1.2. Amparan Flooring is installing new vinyl flooring in the restrooms at Lincoln School.
    - 7.1.3. The Rafer shade structure in the quad area is almost complete. New concrete was poured, and a tree was removed that was buckling the concrete. New tables will be in that area as well.
    - 7.1.4. The custodial staff has been busy with shampooing carpets and waxing floors. They are making the sites look great for when students return.
    - 7.1.5. The grounds are looking very healthy. We are further ahead of where we were at this time last year. We are keeping the grass green and ensuring everything looks great for back to school.
    - 7.1.6. The new mental health offices will be done at Rafer this week. Maintenance is very proud of the work they have done.
    - 7.1.7. The ice machine at Roosevelt just broke down, and we will need to purchase a new one. The cost will be about \$5,000.
    - 7.1.8. The District won a free Boardloch for Rafer. We will install it to see how much it is used and will possibly purchase more for Rafer and Reagan.
    - 7.1.9. The MOT Appreciation BBQ is on July 29th at Burris Park at 8:30 am.
8. Board Member Reports
- 8.1. Nothing to report.
9. First Reading: Board Policies/Administrative Regulations/Exhibits
- 9.1. BP 1312.3: Uniform Complaint Procedures
  - 9.2. AR 1312.3: Uniform Complaint Procedures

- 9.3. E(1) 1312.3: Uniform Complaint Procedures
- 9.4. E(2) 1312.3: Uniform Complaint Procedures
- 9.5. AR 3515.6: Criminal Background Checks for Contractors
- 9.6. BP 4112.8: Employment of Relatives
- 9.7. AR 5125: Student Records
- 9.8. AR 5145.3: Nondiscrimination/Harassment
- 9.9. BP 5148.2: Before/After School Programs
- 9.10. AR 5148.2: Before/After School Programs
- 9.11. BP 6158: Independent Study
- 9.12. AR 6158: Independent Study
- 9.13. BB 9250: Remuneration, Reimbursement and Other Benefits
- 9.14. BB 9320: Meetings and Notices

No changes were made to the policies and regulations as submitted. They will be presented for approval at the next Board meeting.

### **ADJOURN FOR PUBLIC HEARING**

#### **PUBLIC HEARING**

Quarterly Report on Williams Uniform Complaints  
No complaints were received during the last quarter.

### **RECONVENE PUBLIC SESSION**

#### **ACTION**

- 10. Consent Agenda
  - 10.1. Consider Approval of Minutes – June 20, 2022 Board Meeting
  - 10.2. Consider Approval of Cash Balances
  - 10.3. Consider Approval of Budget Report
  - 10.4. Consider Approval of Accounts Payable Report
  - 10.5. Consider Approval of Surplus Equipment
  - 10.6. Consider Approval of Professional Learning Agreement with Fresno County Superintendent of Schools
  - 10.7. Consider Approval of Contract Renewal with Frontline Education for Personnel and Payroll Software
  - 10.8. Consider Approval of Contract Renewal with Frontline Education for AESOP Absence and Substitute Management System
  - 10.9. Consider Approval of Contract with Bob McCloskey Insurance to Provide Student Accident Insurance
  - 10.10. Consider Approval of Agreement with Fagen Friedman & Fullfrost LLP for Legal Services
  - 10.11. Consider Approval of Internal Purchasing Policy for 2022-2023
  - 10.12. Consider Approval of Contract with LinQ Inc. for Point of Sale Program and Services
  - 10.13. Consider Approval of Contract Renewal with Gaggle for Student Safety Management Solution
  - 10.14. Consider Approval of Membership and Services with the California School Boards Association
  - 10.15. Consider Approval of Proposal from Dell Technologies for Reagan Elementary Staff Laptop Replacements
  - 10.16. Consider Approval of Memorandum of Understanding Between Valley ROP and KECSD for the 2022-2023 Career Technical Education Incentive Grant (CTEIG) – Round 8

Items 10.1. – 10.16.:

Moved: Mr. Yanes; Seconded: Mr. Murray

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

## **BUSINESS SERVICES**

11. Consider Approval of Increase to the 2022-2023 Salary Schedules to Reflect an 8% Total Increase Over 2021-2022, retroactive to July 1, 2022. (This is a 3% increase over the previously approved 5%.)

Moved: Mrs. Lunde; Seconded: Mr. Bergstrom

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

12. Consider Acceptance of Request for Statements of Qualifications for Construction Management Services with Mark Wilson Construction, Inc.

Moved: Mr. Yanes; Seconded: Mr. Murray

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

13. Consider Approval of Silent Auction for Non-Operational Equipment (KECSD Employees Only)

Moved: Mr. Yanes; Seconded: Mr. Bergstrom

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

14. Consider Approval of Commercial Services Agreement with COIT Cleaning and Restoration to Fireproof Drapes at All School Sites

Moved: Mr. Yanes; Seconded: Mrs. Lunde

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

15. Consider Approval of Review by SpyGlass for Cost Savings with AT&T

Moved: Mr. Yanes; Seconded: Mr. Bergstrom to approve the item with the stipulation that AT&T is contacted first to have the representative look for savings.

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

16. Consider Approval of Quote from Amplified IT for Google Workspace for Education Plus Licensing



Moved: Mr. Murray; Seconded: Mrs. Lunde

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

17. Consider Acceptance of K12 Strong Workforce Program (SWP) Grant Through Valley ROP

Moved: Mr. Yanes; Seconded: Mr. Murray

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

18. Consider Approval of Purchase for Classroom Furniture at Roosevelt School

Moved: Mr. Murray; Seconded: Mrs. Lunde

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

**CURRICULUM AND INSTRUCTION**

19. Consider Adoption of Resolution 23-01: Approval of Sole Source Contract for Staff and Training for the Afterschool Program with the California Teaching Fellows Foundation

Moved: Mr. Yanes; Seconded: Mr. Murray

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

20. Consider Approval of Quotes from Teaching Fellows to Provide an Afterschool Program at Lincoln and Reagan Schools for the 2022-2023 School Year

Moved: Mrs. Lunde; Seconded: Mr. Bergstrom

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

21. Consider Approval of Memorandum of Understanding with UCSF Dyslexia Center for Screening and Early Intervention Pilot Program

Moved: Mr. Yanes; Seconded: Mrs. Lunde

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes  
Motion Carried: 5-0

22. Consider Approval of Purchase for Transitional Kindergarten (TK) Classroom Materials and Supplies

Moved: Mr. Bergstrom; Seconded: Mr. Yanes

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes

Motion Carried: 5-0

### **SPECIAL EDUCATION/STUDENT SERVICES**

#### **23. Consider Approval of Contract with The Talk Team for Student Speech Therapy Services**

Moved: Mr. Bergstrom; Seconded: Mr. Murray

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes

Motion Carried: 5-0

### **ADMINISTRATIVE SERVICES**

#### **24. Consider Approval of Quarterly Report on Williams Uniform Complaints – No complaints were received last quarter.**

Moved: Mrs. Lunde; Seconded: Mr. Yanes

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes

Motion Carried: 5-0

#### **25. Consider Approval of Board Policies/Administrative Regulations/Exhibits**

25.1. BP 0470: COVID-19 Mitigation Plan

25.2. BP 3516.5: Emergency Schedules

25.3. BP 4131: Staff Development

25.4. AR 4217.3: Layoff/Rehire

25.5. AR 5132: Dress and Grooming

25.6. BP 5132: Dress and Grooming

25.7. BP 6120: Response to Instruction and Intervention

25.8. BP 6164.4: Identification and Evaluation of Individuals for Special Education

25.9. AR 6164.4: Identification and Evaluation of Individuals for Special Education

25.10. AR 6164.41: Children With Disabilities Enrolled By Their Parents In Private School

25.11. BP 6164.41: Children With Disabilities Enrolled By Their Parents In Private School

Moved: Mr. Yanes; Seconded: Mr. Murray

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes;  
Mr. Yanes – Yes

Motion Carried: 5-0

### **PUBLIC COMMENT**

#### **26. Public Comment on Agendized and Non-Agendized Items**

26.1. No comments were received from the public.

#### **27. Set Date, Time, and Location of Next Regularly Scheduled Board Meeting: Monday, August 8, 2022, 4:00 p.m., Professional Development Building**

## **CLOSED SESSION**

28. Public Employee Discipline/Dismissal/Release/Complaint (Government Code Section 54957)

29. Anticipated Litigation (Government Code Section 54956.9(b))

30. Public Employee Employment

30.1. Certificated Personnel

- 30.1.1. Consider Approval of Student Teachers for the 2022-23 Fall Semester
- 30.1.2. Consider Acceptance of Resignation: 4<sup>th</sup> Grade Teacher, Reagan Elementary School
- 30.1.3. Consider Acceptance of Resignation: 6<sup>th</sup> Grade Teacher, Reagan Elementary School
- 30.1.4. Consider Acceptance of Resignation: RSP Teacher, Rafer Johnson Jr. High
- 30.1.5. Consider Approval of Request to Hire: ELA Teacher, Rafer Johnson Jr. High
- 30.1.6. Consider Approval of Request to Hire: Music Teacher, Grades 2-6, Lincoln and Reagan Elementary Schools
- 30.1.7. Consider Approval of Request to Hire: 4<sup>th</sup> Grade Teacher, Reagan Elementary School
- 30.1.8. Consider Approval of Request to Hire: 6<sup>th</sup> Grade Teacher, Reagan Elementary School
- 30.1.9. Consider Approval of Request to Hire: Academic Learning Director, Lincoln Elementary School

30.2. Classified Personnel

- 30.2.1. Consider Acceptance of Resignation: Assistant Secretary, Lincoln Elementary School
- 30.2.2. Consider Acceptance of Resignation: Office Clerk, Rafer Johnson Jr. High
- 30.2.3. Consider Acceptance of Resignation: Health Aide, Washington Elementary School
- 30.2.4. Consider Acceptance of Resignation: Paraprofessional- Categorical, Reagan Elementary School
- 30.2.5. Consider Approval of Request to Hire: Paraprofessional- Categorical, Washington Elementary School
- 30.2.6. Consider Approval of Request to Hire: Paraprofessional- General Fund, Washington Elementary School
- 30.2.7. Consider Approval of Request to Hire: Paraprofessional- RSP, Special Education
- 30.2.8. Consider Approval of Request to Hire: Paraprofessional- RSP, Special Education
- 30.2.9. Consider Approval of Request to Hire: Paraprofessional- RSP, Special Education
- 30.2.10. Consider Approval of Request to Hire: Health Aide, Washington Elementary School

31. Pupil Personnel

- 31.1. Consider Interdistrict Transfer Requests (Pursuant to Education Code 48204, 35146)
  - 31.1.1. Consider Approval of 2022-23 New Attendance Requests – Site-Based Program
  - 31.1.2. Consider Approval of 2022-23 New Attendance Requests – Central Valley Home School
  - 31.1.3. Consider Approval of 2022-23 Renewal Attendance Requests – Central Valley Home School

## **RECONVENE PUBLIC SESSION**

### **ACTION**

32. Report of Actions Taken in Closed Session

Action taken on agenda item 30.1.1. – 30.1.9.:

Moved: Mr. Yanes; Seconded: Mr. Bergstrom, to take the following action:

- Approved Student Teachers for the 2022-23 Fall Semester

- Accepted Resignation: Andrew Peterson, 4th Grade Teacher, Reagan Elementary School
- Accepted Resignation: Kristen Frankmore, 6th Grade Teacher, Reagan Elementary School
- Accepted Resignation: Mae Tejada, RSP Teacher, Rafer Johnson Jr. High
- Approved Request to Hire: Jeff Sibley, ELA Teacher, Rafer Johnson Jr. High
- Approved Request to Hire: Joseph Bermudez, Music Teacher, Grades 2-6, Lincoln and Reagan Elementary Schools
- Approved Request to Hire: Leigh Champlin, 4th Grade Teacher, Reagan Elementary School
- Approved Request to Hire: Sarah All, 6th Grade Teacher, Reagan Elementary School
- Approved Request to Hire: Ashley Valdez, Academic Learning Director, Lincoln Elementary School

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes; Mr. Yanes – Yes

Motion Carried: 5-0

Action taken on agenda item 30.2.1. – 30.2.10.:

Moved: Mrs. Lunde; Seconded: Mr. Yanes, to take the following action:

- Accepted Resignation: Tina Moreno, Assistant Secretary, Lincoln Elementary School
- Accepted Resignation: Lisa Beck, Office Clerk, Rafer Johnson Jr. High
- Accepted Resignation: Nancy Veater, Health Aide, Washington Elementary School
- Accepted Resignation: Guadalupe Camarillo, Paraprofessional- Categorical, Reagan Elementary School
- Approved Request to Hire: Dana Edrozo, Paraprofessional- Categorical, Washington Elementary School
- Approved Request to Hire: Emily Ocampo, Paraprofessional- General Fund, Washington Elementary School
- Approved Request to Hire: Frances Donabedian, Paraprofessional- RSP, Special Education
- Approved Request to Hire: Natalie Church, Paraprofessional- RSP, Special Education
- Approved Request to Hire: Alexandra Gardner, Paraprofessional- RSP, Special Education
- Approved Request to Hire: Jennifer Cunningham, Health Aide, Washington Elementary School

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes; Mr. Yanes – Yes

Motion Carried: 5-0

Action taken on agenda item 31.1.1 – 31.1.3.:

Moved: Mr. Murray; Seconded: Mr. Bergstrom, to take the following action:

- 2022-23 New Attendance Requests – Site-Based Program – Approved all requests.
- 2022-23 New Attendance Requests – Central Valley Home School – Approved all requests.
- 2022-23 Renewal Attendance Requests – Central Valley Home School – Approved all requests.

Approved: Mr. Bergstrom – Yes; Mrs. Lunde – Yes; Mr. Murray – Yes; Mrs. Smith Quinn – Yes; Mr. Yanes – Yes

Motion Carried: 5-0

### 33. Adjourn

Meeting was adjourned at 5:22 p.m.

		JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>2020-21</b>													
60001	GE	5,722,479	4,873,477	7,007,517	6,600,648	5,792,859	7,045,495	7,554,021	6,316,523	6,057,488	5,671,708	4,598,462	7,282,294
60012	CHDE	50,296	64,587	53,825	48,064	45,783	42,812	36,638	4,580	101,291	146,122	120,959	120,404
60008	CAFÉ	125,457	32,486	3,849	13,503	1,528	166,035	232,596	138,816	651	146,282	173,481	248,033
60020	SPRES	1,409,710	1,409,710	1,416,139	1,416,655	1,416,655	1,416,655	1,422,860	1,422,860	1,427,928	1,428,381	1,428,381	2,128,381
65334	16 B	6,055	6,055	6,074	6,076	6,076	6,076	6,103	6,103	6,125	6,126	6,126	6,126
60006	DF	379,948	566,643	595,163	537,961	589,764	589,764	640,690	610,197	368,446	284,457	284,457	312,970
65066	04 A	93	93	160	160	160	160	161	161	161	162	162	162
65104	06 Refund	60,029	60,827	65,870	66,125	66,125	66,125	67,420	67,787	84,567	84,830	84,836	85,884
65215	13 Refi	92,478	92,478	92,900	92,933	92,933	92,933	93,340	93,340	93,673	93,703	93,703	93,703
65276	Bond Intrst	13,479	14,178	15,554	15,628	15,628	15,628	208,021	210,896	215,895	422,082	438,804	460,520
65281	16 Refi	30,542	33,040	37,546	37,824	37,824	37,824	24,201	25,477	40,886	86,533	90,770	96,563
65335	16 B Debt	66,663	66,663	67,523	67,562	67,562	67,562	44,103	45,374	45,650	122,919	129,646	137,644
<b>2021-22</b>													
60001	GE	3,410,135	5,266,346	6,542,516	5,712,348	5,632,298	8,371,269	8,814,793	9,001,010	9,997,896	11,061,778	10,714,235	12,760,654
60012	CHDE	112,776	88,642	175,917	151,216	154,577	177,060	152,969	189,272	169,439	187,034	158,114	138,385
60008	CAFÉ	218,960	106,714	220,380	128,078	130,885	146,079	187,644	205,563	187,297	202,290	218,037	164,745
60020	SPRES	2,133,586	2,133,586	2,138,487	2,139,136	2,139,136	2,139,136	2,146,807	2,146,807	2,153,107	2,153,675	2,153,675	2,160,094
65098	04 B	0	0	0	0	0	0	0	0	0	0	0	0
65334	16 B	6,149	6,149	6,168	6,170	6,170	6,170	6,192	6,192	6,210	6,212	6,212	6,230
60006	DF	277,887	277,887	418,532	249,139	655,440	637,377	691,263	1,062,316	1,196,054	930,239	1,042,845	1,116,434
65066	04 A	163	236	236	236	236	236	237	237	238	238	238	468
65104	06 Refund	86,154	86,588	89,582	89,611	89,609	89,609	89,927	89,927	90,191	90,387	90,387	90,660
65215	13 Refi	94,042	94,157	94,455	94,484	94,484	94,484	94,822	94,822	95,100	95,125	95,125	95,772
65276	Bond Intrst	466,252	45,832	47,890	48,216	48,782	205,806	230,450	236,221	270,378	464,848	467,338	65,001
65281	16 Refi	23,150	24,413	25,899	25,982	26,102	88,263	20,388	21,864	29,269	83,817	84,543	95,226
65335	16 B Debt	17,532	18,829	19,194	19,328	19,541	131,493	21,408	24,088	37,006	134,781	136,023	154,683
<b>2022-23</b>													
60001	GE	11,462,106											
60012	CHDE	123,576											
60008	CAFÉ	8,350											
60020	SPRES	2,154,262											
65334	16 B	6,214											
60006	DF	1,074,175											
65066	04 A	468											
65104	06 Refund	90,416											
65215	13 Refi	95,515											
65276	Bond Intrst	69,142											
65281	16 Refi	21,888											
65335	16 B Debt	29,497											

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 0100 General Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$31,546,010.29	\$31,546,010.29	\$1,337,025.55	\$1,337,025.55	\$0.00	\$30,208,984.74	95.8
<b>Expenditures</b>							
Total: 1000 Certificated	\$11,600,440.08	\$11,600,440.08	\$75,328.62	\$75,328.62	\$0.00	\$11,525,111.46	99.4
Total: 2000 Classified	4,260,532.39	4,260,532.39	218,839.57	218,839.57	0.00	4,041,692.82	94.9
Total: 3000 Benefits	8,650,502.78	8,650,502.78	408,491.60	408,491.60	844,508.00	7,397,503.18	85.5
Total: 1000 - 3000	24,511,475.25	24,511,475.25	702,659.79	702,659.79	844,508.00	22,964,307.46	93.7
Total: 4000 Books & Supplies	3,268,905.98	3,097,767.39	(23,226.85)	(23,226.85)	418,859.65	2,702,134.59	87.2
Total: 5000 Services & Other	3,907,737.83	4,117,369.83	450,091.29	450,091.29	1,791,201.75	1,876,076.79	45.6
Total: 4000 - 5000	7,176,643.81	7,215,137.22	426,864.44	426,864.44	2,210,061.40	4,578,211.38	63.5
Total: 1000 - 5000	31,688,119.06	31,726,612.47	1,129,524.23	1,129,524.23	3,054,569.40	27,542,518.84	86.8
Total: 6000 Capital Outlay	1,200,000.00	1,206,000.00	0.00	0.00	9,669.48	1,196,330.52	99.2
Total: 7000 Other Outgo/Financing Uses	574,336.05	574,336.05	1,851.00	1,851.00	133,647.00	438,838.05	76.4
Total: 1000 - 7000	33,462,455.11	33,506,948.52	1,131,375.23	1,131,375.23	3,197,885.88	29,177,687.41	87.1
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>(\$1,916,444.82)</b>	<b>(\$1,960,938.23)</b>	<b>\$205,650.32</b>	<b>\$205,650.32</b>	<b>(\$3,197,885.88)</b>	<b>\$1,031,297.33</b>	<b>-52.6</b>
Total: Beginning Balance	7,202,323.27	7,202,323.27	12,636,502.84	12,636,502.84			
Total: Ending Fund Balance (9790)	\$5,285,878.45	\$5,241,385.04	\$12,842,153.16	\$12,842,153.16			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	(1,916,444.82)			
Total: Undesignated	5,285,878.45	5,241,385.04	12,842,153.16	14,758,597.98			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 0800 Student Activity Special Revenue Fun

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
Revenues							
Total: 8000 Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Expenditures							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 7000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0</b>
Total: Beginning Balance	185,112.14	185,112.14	0.00	0.00			
Total: Ending Fund Balance (9790)	\$185,112.14	\$185,112.14	\$0.00	\$0.00			
Components of Ending Fund Balance							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	0.00			
Total: Undesignated	185,112.14	185,112.14	0.00	0.00			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 1200 Child Development Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$281,784.74	\$281,784.74	\$43.63	\$43.63	\$0.00	\$281,741.11	100.0
<b>Expenditures</b>							
Total: 1000 Certificated	\$80,073.10	\$80,073.10	\$0.00	\$0.00	\$0.00	\$80,073.10	100.0
Total: 2000 Classified	94,033.86	94,033.86	0.00	0.00	0.00	94,033.86	100.0
Total: 3000 Benefits	82,251.33	82,251.33	4,447.50	4,447.50	20,668.00	57,135.83	69.5
Total: 1000 - 3000	256,358.29	256,358.29	4,447.50	4,447.50	20,668.00	231,242.79	90.2
Total: 4000 Books & Supplies	84,939.46	84,939.46	0.00	0.00	0.00	84,939.46	100.0
Total: 5000 Services & Other	6,339.67	6,339.67	65.39	65.39	0.00	6,274.28	99.0
Total: 4000 - 5000	91,279.13	91,279.13	65.39	65.39	0.00	91,213.74	99.9
Total: 1000 - 5000	347,637.42	347,637.42	4,512.89	4,512.89	20,668.00	322,456.53	92.8
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	17,415.09	17,415.09	0.00	0.00	0.00	17,415.09	100.0
Total: 1000 - 7000	365,052.51	365,052.51	4,512.89	4,512.89	20,668.00	339,871.62	93.1
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>(\$83,267.77)</b>	<b>(\$83,267.77)</b>	<b>(\$4,469.26)</b>	<b>(\$4,469.26)</b>	<b>(\$20,668.00)</b>	<b>(\$58,130.51)</b>	<b>69.8</b>
Total: Beginning Balance	83,267.77	83,267.77	137,845.56	137,845.56			
Total: Ending Fund Balance (9790)	\$0.00	\$0.00	\$133,376.30	\$133,376.30			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	(83,267.77)			
Total: Undesignated	0.00	0.00	133,376.30	216,644.07			



## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 1300 Cafeteria Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$1,323,907.33	\$1,323,907.33	\$29.55	\$29.55	\$0.00	\$1,323,877.78	100.0
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	457,762.95	457,762.95	8,806.81	8,806.81	0.00	448,956.14	98.1
Total: 3000 Benefits	252,399.39	252,399.39	17,056.32	17,056.32	55,090.00	180,253.07	71.4
Total: 1000 - 3000	710,162.34	710,162.34	25,863.13	25,863.13	55,090.00	629,209.21	88.6
Total: 4000 Books & Supplies	444,628.14	444,628.14	1,889.46	1,889.46	427,009.96	15,728.72	3.5
Total: 5000 Services & Other	45,327.47	45,327.47	10,769.18	10,769.18	17,047.50	17,510.79	38.6
Total: 4000 - 5000	489,955.61	489,955.61	12,658.64	12,658.64	444,057.46	33,239.51	6.8
Total: 1000 - 5000	1,200,117.95	1,200,117.95	38,521.77	38,521.77	499,147.46	662,448.72	55.2
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	38,794.86	38,794.86	0.00	0.00	0.00	38,794.86	100.0
Total: 1000 - 7000	1,238,912.81	1,238,912.81	38,521.77	38,521.77	499,147.46	701,243.58	56.6
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$84,994.52</b>	<b>\$84,994.52</b>	<b>(\$38,492.22)</b>	<b>(\$38,492.22)</b>	<b>(\$499,147.46)</b>	<b>\$622,634.20</b>	<b>732.6</b>
Total: Beginning Balance	286,016.94	286,016.94	52,010.32	52,010.32			
Total: Ending Fund Balance (9790)	\$371,011.46	\$371,011.46	\$13,518.10	\$13,518.10			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	84,994.52			
Total: Undesignated	371,011.46	371,011.46	13,518.10	(71,476.42)			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 1700 Special Reserve Fund for Other Than

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$7,444.28	\$7,444.28	\$544.33	\$544.33	\$0.00	\$6,899.95	92.7
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 7000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$7,444.28</b>	<b>\$7,444.28</b>	<b>\$544.33</b>	<b>\$544.33</b>	<b>\$0.00</b>	<b>\$6,899.95</b>	<b>92.7</b>
Total: Beginning Balance	2,669,931.46	2,669,931.46	2,153,717.93	2,153,717.93			
Total: Ending Fund Balance (9790)	\$2,677,375.74	\$2,677,375.74	\$2,154,262.26	\$2,154,262.26			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	7,444.28			
Total: Undesignated	2,677,375.74	2,677,375.74	2,154,262.26	2,146,817.98			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 2104 Building Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$0.00	\$0.00	\$1.57	\$1.57	\$0.00	(\$1.57)	0.0
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 7000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1.57</b>	<b>\$1.57</b>	<b>\$0.00</b>	<b>(\$1.57)</b>	<b>0.0</b>
Total: Beginning Balance	6,168.07	6,168.07	6,211.98	6,211.98			
Total: Ending Fund Balance (9790)	\$6,168.07	\$6,168.07	\$6,213.55	\$6,213.55			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	0.00			
Total: Undesignated	6,168.07	6,168.07	6,213.55	6,213.55			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 2500 Capital Facilities Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$560,433.70	\$560,433.70	\$256.92	\$256.92	\$0.00	\$560,176.78	100.0
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	5,178.01	5,178.01	0.00	0.00	0.00	5,178.01	100.0
Total: 5000 Services & Other	3,850.00	3,850.00	2,000.00	2,000.00	1,850.00	0.00	0.0
Total: 4000 - 5000	9,028.01	9,028.01	2,000.00	2,000.00	1,850.00	5,178.01	57.4
Total: 1000 - 5000	9,028.01	9,028.01	2,000.00	2,000.00	1,850.00	5,178.01	57.4
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	337,000.00	337,000.00	37,799.98	37,799.98	171,675.00	127,525.02	37.8
Total: 1000 - 7000	346,028.01	346,028.01	39,799.98	39,799.98	173,525.00	132,703.03	38.4
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$214,405.69</b>	<b>\$214,405.69</b>	<b>(\$39,543.06)</b>	<b>(\$39,543.06)</b>	<b>(\$173,525.00)</b>	<b>\$427,473.75</b>	<b>199.4</b>
Total: Beginning Balance	297,942.47	297,942.47	1,113,717.85	1,113,717.85			
Total: Ending Fund Balance (9790)	\$512,348.16	\$512,348.16	\$1,074,174.79	\$1,074,174.79			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	214,405.69			
Total: Undesignated	512,348.16	512,348.16	1,074,174.79	859,769.10			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 5100 Bond Interest and Redemption Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	100.0
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	55.00	55.00	0.00	0.00	0.00	55.00	100.0
Total: 1000 - 7000	55.00	55.00	0.00	0.00	0.00	55.00	100.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0</b>
Total: Beginning Balance	260,716.82	260,716.82	0.00	0.00			
Total: Ending Fund Balance (9790)	\$260,716.82	\$260,716.82	\$0.00	\$0.00			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	0.00			
Total: Undesignated	260,716.82	260,716.82	0.00	0.00			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 5101 Bond Interest and Redemption Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$225,500.00	\$225,500.00	\$0.08	\$0.08	\$0.00	\$225,499.92	100.0
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	225,500.00	225,500.00	0.00	0.00	0.00	225,500.00	100.0
Total: 1000 - 7000	225,500.00	225,500.00	0.00	0.00	0.00	225,500.00	100.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.08</b>	<b>\$0.08</b>	<b>\$0.00</b>	<b>(\$0.08)</b>	<b>0.0</b>
Total: Beginning Balance	0.00	0.00	467.64	467.64			
Total: Ending Fund Balance (9790)	\$0.00	\$0.00	\$467.72	\$467.72			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	0.00			
Total: Undesignated	0.00	0.00	467.72	467.72			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 5102 Bond Interest and Redemption Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$1,100.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	100.0
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	100.0
Total: 1000 - 7000	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	100.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0</b>
Total: Beginning Balance	0.00	0.00	0.00	0.00			
Total: Ending Fund Balance (9790)	\$0.00	\$0.00	\$0.00	\$0.00			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	0.00			
Total: Undesignated	0.00	0.00	0.00	0.00			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 5103 Bond Interest and Redemption Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$285,400.00	\$285,400.00	\$22.84	\$22.84	\$0.00	\$285,377.16	100.0
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	285,400.00	285,400.00	0.00	0.00	0.00	285,400.00	100.0
Total: 1000 - 7000	285,400.00	285,400.00	0.00	0.00	0.00	285,400.00	100.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22.84</b>	<b>\$22.84</b>	<b>\$0.00</b>	<b>(\$22.84)</b>	<b>0.0</b>
Total: Beginning Balance	0.00	0.00	90,392.72	90,392.72			
Total: Ending Fund Balance (9790)	\$0.00	\$0.00	\$90,415.56	\$90,415.56			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	0.00			
Total: Undesignated	0.00	0.00	90,415.56	90,415.56			



## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 5104 Bond Interest and Redemption Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$8,300.00	\$8,300.00	\$24.07	\$24.07	\$0.00	\$8,275.93	99.7
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	8,300.00	8,300.00	0.00	0.00	0.00	8,300.00	100.0
Total: 1000 - 7000	8,300.00	8,300.00	0.00	0.00	0.00	8,300.00	100.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24.07</b>	<b>\$24.07</b>	<b>\$0.00</b>	<b>(\$24.07)</b>	<b>0.0</b>
Total: Beginning Balance	0.00	0.00	95,490.77	95,490.77			
Total: Ending Fund Balance (9790)	\$0.00	\$0.00	\$95,514.84	\$95,514.84			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	0.00			
Total: Undesignated	0.00	0.00	95,514.84	95,514.84			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 5106 Bond Interest and Redemption Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$100,142.62	\$100,142.62	\$4,823.65	\$4,823.65	\$0.00	\$95,318.97	95.2
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	100,142.62	100,142.62	0.00	0.00	0.00	100,142.62	100.0
Total: 1000 - 7000	100,142.62	100,142.62	0.00	0.00	0.00	100,142.62	100.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,823.65</b>	<b>\$4,823.65</b>	<b>\$0.00</b>	<b>(\$4,823.65)</b>	<b>0.0</b>
Total: Beginning Balance	0.00	0.00	64,318.29	64,318.29			
Total: Ending Fund Balance (9790)	\$0.00	\$0.00	\$69,141.94	\$69,141.94			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	0.00			
Total: Undesignated	0.00	0.00	69,141.94	69,141.94			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 5107 Bond Interest and Redemption Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$323,500.00	\$323,500.00	\$1,358.48	\$1,358.48	\$0.00	\$322,141.52	99.6
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	398,062.71	398,062.71	0.00	0.00	0.00	398,062.71	100.0
Total: 1000 - 7000	398,062.71	398,062.71	0.00	0.00	0.00	398,062.71	100.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>(\$74,562.71)</b>	<b>(\$74,562.71)</b>	<b>\$1,358.48</b>	<b>\$1,358.48</b>	<b>\$0.00</b>	<b>(\$75,921.19)</b>	<b>101.8</b>
Total: Beginning Balance	0.00	0.00	95,092.32	95,092.32			
Total: Ending Fund Balance (9790)	(\$74,562.71)	(\$74,562.71)	\$96,450.80	\$96,450.80			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	(74,562.71)			
Total: Undesignated	(74,562.71)	(74,562.71)	96,450.80	171,013.51			

## Board Report

From 07/01/2022 thru 07/31/2022

### Fund Summary

Note this summary includes only the account lines that were included on this report

#### Fu: 5108 Bond Interest and Redemption Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
<b>Revenues</b>							
Total: 8000 Revenues	\$503,455.36	\$503,455.36	\$2,159.54	\$2,159.54	\$0.00	\$501,295.82	99.6
<b>Expenditures</b>							
Total: 1000 Certificated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Total: 2000 Classified	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 3000 Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 Books & Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 5000 Services & Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 4000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 1000 - 5000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 6000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total: 7000 Other Outgo/Financing Uses	625,618.07	625,618.07	0.00	0.00	0.00	625,618.07	100.0
Total: 1000 - 7000	625,618.07	625,618.07	0.00	0.00	0.00	625,618.07	100.0
<b>Total: Net Increase/(Decrease) in Fund Balance</b>	<b>(\$122,162.71)</b>	<b>(\$122,162.71)</b>	<b>\$2,159.54</b>	<b>\$2,159.54</b>	<b>\$0.00</b>	<b>(\$124,322.25)</b>	<b>101.8</b>
Total: Beginning Balance	0.00	0.00	154,499.96	154,499.96			
Total: Ending Fund Balance (9790)	(\$122,162.71)	(\$122,162.71)	\$156,659.50	\$156,659.50			
<b>Components of Ending Fund Balance</b>							
Total: Nonspendable (9710 - 9719)	0.00	0.00	0.00	0.00			
Total: Restricted (9730 - 9749)	0.00	0.00	0.00	0.00			
Total: Committed (9750 - 9769)	0.00	0.00	0.00	0.00			
Total: Assigned (9770 - 9788)	0.00	0.00	0.00	0.00			
Total: UnAssigned (9780 - 9790)	0.00	0.00	0.00	(625,618.07)			
Total: Undesignated	(122,162.71)	(122,162.71)	156,659.50	782,277.57			

Paid Date(s) From: 7/13/2022 To: 8/3/2022

0100-General Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
33-Amazon.com LLC	512466384	PO-230079	TP Pushing July 2022 - June 2023 W	0100-11000-0-0000-7300-430000-000	19.60
		PO-230091	Extra Large 52L Travel Laptop	0100-11000-0-0000-7300-430000-000	43.58
		PO-230079	TP Pushing July 2022 - June 2023 W	0100-11000-0-0000-7300-430000-000	34.85
		PO-230068	Zebra Pen Z-Grip Retractable Ball	0100-09000-0-1110-1000-430000-000	2,387.81
		PO-230068	Zebra Pen Z-Grip Retractable Ball	0100-09000-0-1110-1000-430000-000	208.50
		LB-220070	1M3L-YF7V-7Y3Y	0100-11000-0-0000-7300-430000-000	8.71
		LB-220069	19MX-CWQ3-W6X1	0100-09000-0-1164-1000-430000-060	365.93
		LB-220069	19MX-CWQ3-W6X1	0100-09000-0-1164-1000-430000-060	499.88
	Warrant Total:				3,568.86
	512467079	LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	21.78
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	55.90
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	278.52
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	41.67
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	1,038.82
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	188.62
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	529.17
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	188.44
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	14.16
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	573.31
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	17.64
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	8.69
		LB-220072	1D6L-W4YW-GCRP	0100-00000-0-0000-7300-430000-000	375.80
	Warrant Total:				3,332.52
	512468394	LB-220073	687746563859	0100-00000-0-0000-8110-430000-000	263.14
		LB-220073	687746563859	0100-00000-0-0000-7300-430000-000	18.51
		PO-230132	7" fun font letters	0100-11000-0-0000-7300-430000-000	153.42
		PO-230136	67 feet football bulletin board borde	0100-11000-0-0000-7300-430000-000	17.43
		PO-230136	67 feet football bulletin board borde	0100-11000-0-0000-7300-430000-000	137.22
	Warrant Total:				589.72
	512470155	PV-230007	19RF-TFKQ9R7Q	0100-11000-0-0000-7300-430000-000	153.42
		PV-230007	1DM3-67KJ-DXDJ	0100-11000-0-0000-7300-430000-000	17.43
		PO-230154	Maintenance Department- Awards o	0100-81500-0-0000-8110-430000-000	51.46
		PO-230161	6 Pack Art Acoustic Panel 72" x 48	0100-11000-0-1110-1000-430000-080	183.03
PV-230007		A2P3TCG7KG3MC3	0100-11000-0-0000-7300-430000-000	137.22	
Warrant Total:				542.56	
Vendor Total:				8,033.66	

Paid Date(s) From: 7/13/2022 To: 8/3/2022

## 0100-General Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
3443-Amplify Education Inc	512466385	PO-230013	MC00149 Tools Annual Student	0100-00000-0-1110-1000-580000-082	945.00
				<b>Warrant Total:</b>	<b>945.00</b>
				<b>Vendor Total:</b>	<b>945.00</b>
2360-AtkinsonAndelsonLoyaRudd&Romo	512468395	LB-220078	655573	0100-00000-0-0000-7100-580018-000	867.56
				<b>Warrant Total:</b>	<b>867.56</b>
				<b>Vendor Total:</b>	<b>867.56</b>
3454-Bob McCloskey Insurance	512466386	PO-230084	Student Accident Insurance Policy 0	0100-00000-0-1110-1000-544000-000	4,050.00
				<b>Warrant Total:</b>	<b>4,050.00</b>
				<b>Vendor Total:</b>	<b>4,050.00</b>
1482-BRAINPOP	512466387	PO-230066	Brain Pop - School Combo & Scho	0100-09000-0-1110-1000-580000-000	20,026.25
				<b>Warrant Total:</b>	<b>20,026.25</b>
				<b>Vendor Total:</b>	<b>20,026.25</b>
3697-Brightly Software Inc	512468396	PO-230050	Tech/Mtce Work Order System Se	0100-00000-0-0000-2420-580000-000	1,544.13
				<b>Warrant Total:</b>	<b>1,544.13</b>
				<b>Vendor Total:</b>	<b>1,544.13</b>
803-California Dept of Justice	512466388	LB-220060	590624	0100-00000-0-0000-7300-580015-000	96.00
				<b>Warrant Total:</b>	<b>96.00</b>
				<b>Vendor Total:</b>	<b>96.00</b>
132-California School Boards Assoc	512466389	PO-230125	CSBA Membership (07/01/202	0100-00000-0-0000-7100-530000-000	8,111.00
		PO-230124	GAMUT Policy Plus (07/01/202	0100-00000-0-0000-7100-580000-000	5,135.00
				<b>Warrant Total:</b>	<b>13,246.00</b>
				<b>Vendor Total:</b>	<b>13,246.00</b>
2407-California School Nurses Org	512470156	PO-230175	MEMBERSHIP	0100-00000-0-0000-3140-430000-000	120.00
				<b>Warrant Total:</b>	<b>120.00</b>
				<b>Vendor Total:</b>	<b>120.00</b>
3050-California Teaching Fellows	512467080	LB-220076	33452	0100-09000-0-1172-1000-580000-000	5,016.00
		LB-220076	33452	0100-09000-0-1172-1000-580000-000	3,887.40
				<b>Warrant Total:</b>	<b>8,903.40</b>
				<b>Vendor Total:</b>	<b>8,903.40</b>
2671-Canon Financial Services Inc	512466390	PV-230006	28888281	0100-81500-0-0000-8110-560000-000	185.71
		PV-230006	28888281	0100-11000-0-1110-1000-560000-060	1,165.84
		PV-230006	28888281	0100-11000-0-1110-1000-560000-080	1,238.02

Paid Date(s) From: 7/13/2022 To: 8/3/2022

0100-General Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
	512466390	PV-230006	28888281	0100-11000-0-1110-1000-560000-070	1,355.66
		PV-230006	28888281	0100-11000-0-1110-1000-560000-085	1,234.58
		PV-230006	28888281	0100-11000-0-1110-1000-560000-090	1,199.55
		PV-230006	28888281	0100-00000-0-1110-1000-560000-082	791.96
		PV-230006	28888281	0100-00000-0-0000-7300-560000-000	507.66
		PV-230006	28888281	0100-65000-0-5760-1120-560000-000	219.31
				<b>Warrant Total:</b>	<b>7,898.29</b>
				<b>Vendor Total:</b>	<b>7,898.29</b>
149-CDW Government LLC	512470157	PO-230080	Adobe Acrobat Pro DC for teams - S	0100-11000-0-0000-7300-580000-000	150.00
				<b>Warrant Total:</b>	<b>150.00</b>
				<b>Vendor Total:</b>	<b>150.00</b>
162-Childs & Co Inc	512470158	PO-230144	Rafer Gym- Quote 192448	0100-81500-0-0000-8110-430000-000	709.19
				<b>Warrant Total:</b>	<b>709.19</b>
				<b>Vendor Total:</b>	<b>709.19</b>
3321-Consolidated Electrical Distri	512470159	PO-230139	Maintenance, Electrical Supplies- L	0100-81500-0-0000-8110-430000-000	555.21
				<b>Warrant Total:</b>	<b>555.21</b>
				<b>Vendor Total:</b>	<b>555.21</b>
3521-DC Inspections Inc	512468397	LB-220080	22056-01	0100-32120-0-0000-8500-620019-259	1,300.00
				<b>Warrant Total:</b>	<b>1,300.00</b>
				<b>Vendor Total:</b>	<b>1,300.00</b>
3694-Diaz, Daniel	512468398	PO-230150	2022-2023 Keynote Speaker for	0100-09000-0-1110-1000-580000-000	1,500.00
				<b>Warrant Total:</b>	<b>1,500.00</b>
				<b>Vendor Total:</b>	<b>1,500.00</b>
3692-Diaz, David	512468399	PO-230152	2022-2023 Keynote Speaker for	0100-09000-0-1110-1000-580000-000	1,500.00
				<b>Warrant Total:</b>	<b>1,500.00</b>
				<b>Vendor Total:</b>	<b>1,500.00</b>
298-EDCARE GROUP, THE	512468400	PO-230001	Insurance Premiums July 1, 2022 t	0100-00000-0-0000-7600-370100-000	55,944.00
		PO-230001	Insurance Premiums July 1, 2022 t	0100-00000-0-0000-7600-370200-000	17,220.00
		PO-230001	Insurance Premiums July 1, 2022 t	0100-00000-0-0000-7110-370200-000	7,717.00
		PO-230001	Insurance Premiums July 1, 2022 t	0100-00000-0-0000-0000-951400-000	226,751.18
				<b>Warrant Total:</b>	<b>307,632.18</b>
				<b>Vendor Total:</b>	<b>307,632.18</b>

Paid Date(s) From: 7/13/2022 To: 8/3/2022

## 0100-General Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
324-Fresno County Superintendent	512468403	LB-220079	220084R	0100-00000-0-0000-7100-580018-000	870.00
				<b>Warrant Total:</b>	<b>870.00</b>
				<b>Vendor Total:</b>	<b>870.00</b>
343-Gas Company, The	512467082	PO-230028	Monthly Utility Fees	0100-00000-0-0000-8200-550003-000	433.76
				<b>Warrant Total:</b>	<b>433.76</b>
				<b>Vendor Total:</b>	<b>433.76</b>
1990-Island Photography	512466395	PO-230141	8 page booklet for PD kickoff	0100-09000-0-1110-1000-580000-000	407.04
				<b>Warrant Total:</b>	<b>407.04</b>
				<b>Vendor Total:</b>	<b>407.04</b>
3154-IXL Learning Inc	512470160	PO-230056	IXL Site license for Math, Science,	0100-30100-0-1110-1000-580000-085	15,525.00
				<b>Warrant Total:</b>	<b>15,525.00</b>
				<b>Vendor Total:</b>	<b>15,525.00</b>
3167-Kings Industrial Occ Med Ctr I	512466396	LB-220065	153922	0100-81500-0-0000-8110-580025-000	352.00
				<b>Warrant Total:</b>	<b>352.00</b>
				<b>Vendor Total:</b>	<b>352.00</b>
2835-KRC Safety Co Inc	512467084	PO-230140	Rafer Building Signs- 6"x18" "Sta	0100-81500-0-0000-8110-430000-000	108.70
				<b>Warrant Total:</b>	<b>108.70</b>
				<b>Vendor Total:</b>	<b>108.70</b>
544-McGraw-Hill Education Inc	512470161	PO-230074	My Math Grade K	0100-63000-0-1110-1000-410000-000	38,413.68
		PO-230074	My Math Grade K	0100-63000-0-1110-1000-410000-000	9,603.42
		PO-230074	My Math Grade K	0100-63000-0-1110-1000-410000-000	11,701.20
				<b>Warrant Total:</b>	<b>59,718.30</b>
				<b>Vendor Total:</b>	<b>59,718.30</b>
2310-Medical Billing Technologies	512466397	LB-220062	AR-33672	0100-90530-0-0000-3140-580000-000	500.00
		PO-230142	LEA MediCal Billing Option	0100-90530-0-0000-3140-580000-000	5,400.00
				<b>Warrant Total:</b>	<b>5,900.00</b>
				<b>Vendor Total:</b>	<b>5,900.00</b>
1450-NAPA Auto Parts of Selma	512467086	PO-230101	Maintenance Supplies purchased	0100-81500-0-0000-8110-430000-000	13.16
		LB-220075	596260	0100-81500-0-0000-8110-430000-000	164.54
				<b>Warrant Total:</b>	<b>177.70</b>
	512470162	PO-230101	Maintenance Supplies purchased	0100-81500-0-0000-8110-430000-000	320.39
				<b>Warrant Total:</b>	<b>320.39</b>



Paid Date(s) From: 7/13/2022 To: 8/3/2022

0100-General Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
<b>Vendor Total:</b>					<b>498.09</b>
1530-Nelson's Power Center	512470163	PO-230103	Maintenance Supplies purchased	0100-81500-0-0000-8110-430000-000	23.85
<b>Warrant Total:</b>					<b>23.85</b>
<b>Vendor Total:</b>					<b>23.85</b>
2287-NewEgg Inc	512467087	LB-220074	1303905666	0100-09000-0-0000-8300-440000-000	2,944.08
		LB-220074	1303905666	0100-09000-0-0000-8300-440000-000	144.40
<b>Warrant Total:</b>					<b>3,088.48</b>
<b>Vendor Total:</b>					<b>3,088.48</b>
3683-ODP Business Solutions LLC	512468404	PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	47.93
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	34.85
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	101.85
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	60.47
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	169.99
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	81.72
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	195.35
<b>Warrant Total:</b>					<b>692.16</b>
	512470164	PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	42.17
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	63.83
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	287.47
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	58.94
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	142.07
		PO-230052	Office Supplies July 1, 2022	0100-11000-0-0000-7300-430000-000	22.86
<b>Warrant Total:</b>					<b>617.34</b>
<b>Vendor Total:</b>					<b>1,309.50</b>
611-ORG. OF SELF INSURED SCHOOLS	512466398	PO-230046	Renewal of Property, General,	0100-00000-0-0000-7200-545000-000	216,025.32
<b>Warrant Total:</b>					<b>216,025.32</b>
<b>Vendor Total:</b>					<b>216,025.32</b>
3432-Quadient Inc	512466400	LB-220063	7900-0440-4618-9340	0100-00000-0-0000-7300-590010-000	1,000.00
<b>Warrant Total:</b>					<b>1,000.00</b>
	512467089	PO-230129	250 Pk Meter Tapes Single Lbl	0100-11000-0-0000-7300-430000-000	45.55
<b>Warrant Total:</b>					<b>45.55</b>
<b>Vendor Total:</b>					<b>1,045.55</b>
2251-Ray A Morgan Company Inc	512466401	LB-220059	3717187	0100-11000-0-1110-1000-580000-000	2,250.00

Paid Date(s) From: 7/13/2022 To: 8/3/2022

0100-General Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
				<b>Warrant Total:</b>	<b>2,250.00</b>
				<b>Vendor Total:</b>	<b>2,250.00</b>
1384-Resco/Cresco Restaurant	512470166	PO-230145	Grounds Shop- Item# IYT0420A M	0100-81500-0-0000-8110-640000-000	5,642.73
				<b>Warrant Total:</b>	<b>5,642.73</b>
				<b>Vendor Total:</b>	<b>5,642.73</b>
3691-Root	512468405	PO-230146	Staff Site Event Shirts	0100-11000-0-1110-1000-580000-070	879.25
				<b>Warrant Total:</b>	<b>879.25</b>
				<b>Vendor Total:</b>	<b>879.25</b>
3669-Ro's Precise Painting Inc	512466402	PV-230005	0012369/Gates	0100-81500-0-0000-8110-440000-000	1,850.00
				<b>Warrant Total:</b>	<b>1,850.00</b>
				<b>Vendor Total:</b>	<b>1,850.00</b>
3689-Rosales, Kelda	512466403	LB-220055	Reimb	0100-40350-0-1110-1000-520000-000	682.42
				<b>Warrant Total:</b>	<b>682.42</b>
	512467091	LB-220071	Reimb	0100-40350-0-1110-1000-520000-000	382.42
				<b>Warrant Total:</b>	<b>382.42</b>
				<b>Vendor Total:</b>	<b>1,064.84</b>
3693-Samaniego, Johnny	512468406	PO-230151	2022-2023 Keynote Speaker for	0100-09000-0-1110-1000-580000-000	1,500.00
				<b>Warrant Total:</b>	<b>1,500.00</b>
				<b>Vendor Total:</b>	<b>1,500.00</b>
743-Scholastic Magazines	512466404	PO-230065	2022-2023 Scholastic News Magaz	0100-09000-0-1110-1000-430000-080	1,636.30
				<b>Warrant Total:</b>	<b>1,636.30</b>
				<b>Vendor Total:</b>	<b>1,636.30</b>
3535-Sequoia Construction Company	512468407	LB-220081	8159	0100-32120-0-0000-8500-620000-259	27,000.00
				<b>Warrant Total:</b>	<b>27,000.00</b>
				<b>Vendor Total:</b>	<b>27,000.00</b>
2349-Sever, Wesley	512467092	LB-220077	Reimb	0100-00000-0-0000-7100-520000-000	160.25
		PO-230122	Monthly Expenses/Mileage, Meals	0100-00000-0-0000-7100-520000-000	155.00
				<b>Warrant Total:</b>	<b>315.25</b>
				<b>Vendor Total:</b>	<b>315.25</b>
3690-SiteOne Landscape Supply LLC	512470168	PO-230169	Grounds beginning of the year	0100-00000-0-0000-8400-430010-000	3,359.83
				<b>Warrant Total:</b>	<b>3,359.83</b>

Paid Date(s) From: 7/13/2022 To: 8/3/2022

0100-General Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
					<b>Vendor Total:</b> 3,359.83
794-SONLIGHT	512466405	LB-220066	Liability Number = 220066	0100-00000-0-1110-1000-430000-082	1,861.09
					<b>Warrant Total:</b> 1,861.09
					<b>Vendor Total:</b> 1,861.09
1294-SouthCounty Support Services	512468408	PO-230071	Transportation Fees, Home to Scho	0100-07230-0-0000-3600-510000-000	26,281.35
		PO-230071	Transportation Fees, Home to Scho	0100-09000-0-0000-3600-510000-000	46,088.05
					<b>Warrant Total:</b> 72,369.40
					<b>Vendor Total:</b> 72,369.40
2010-Sparkletts	512467093	PO-230106	Maintenance- Drinking water for B	0100-81500-0-0000-8110-430000-000	60.00
					<b>Warrant Total:</b> 60.00
					<b>Vendor Total:</b> 60.00
3285-THE HOME DEPOT PRO	512470170	PO-230109	Custodial Supplies purchased	0100-00000-0-0000-8200-430000-000	166.94
		PO-230109	Custodial Supplies purchased	0100-00000-0-0000-8200-430000-000	295.89
		PO-230109	Custodial Supplies purchased	0100-00000-0-0000-8200-430000-070	3,790.68
		PO-230109	Custodial Supplies purchased	0100-00000-0-0000-8200-430000-070	137.83
		PO-230109	Custodial Supplies purchased	0100-00000-0-0000-8200-430000-090	73.97
		PO-230109	Custodial Supplies purchased	0100-00000-0-0000-8200-430000-090	147.94
					<b>Warrant Total:</b> 4,613.25
					<b>Vendor Total:</b> 4,613.25
3512-T-MOBILE	512466406	LB-220061	970077816	0100-74220-0-1172-1000-590008-000	2,767.40
					<b>Warrant Total:</b> 2,767.40
					<b>Vendor Total:</b> 2,767.40
3349-UniFirst Corporation	512466407	PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	68.14
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	30.43
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	109.49
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	97.44
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	257.24
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	90.44
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	68.14
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	90.44
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	134.01
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	97.44
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	109.74
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	30.43

Paid Date(s) From: 7/13/2022 To: 8/3/2022

0100-General Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
				<b>Warrant Total:</b>	<b>1,183.38</b>
	512467094	PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	68.14
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	90.44
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	137.56
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	97.44
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	109.49
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	30.43
				<b>Warrant Total:</b>	<b>533.50</b>
	512470171	PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	68.14
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	90.44
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	180.47
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	97.44
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	109.49
		PO-230108	Service for Uniforms, Rugs, Mops d	0100-00000-0-0000-8200-550005-000	30.43
				<b>Warrant Total:</b>	<b>576.41</b>
				<b>Vendor Total:</b>	<b>2,293.29</b>
3696-Valles, Thomas	512468409	PO-230148	2022-2023 Keynote Speaker for	0100-09000-0-1110-1000-430000-000	1,250.00
		PO-230148	2022-2023 Keynote Speaker for	0100-09000-0-1110-1000-580000-000	1,500.00
				<b>Warrant Total:</b>	<b>2,750.00</b>
				<b>Vendor Total:</b>	<b>2,750.00</b>
918-Weco Supply Company Inc	512470172	PO-230110	Monthly Rental for Torch Welding T	0100-81500-0-0000-8110-560000-000	141.98
				<b>Warrant Total:</b>	<b>141.98</b>
				<b>Vendor Total:</b>	<b>141.98</b>
3695-White, Jimmie	512468410	PO-230149	2022-2023 Keynote Speaker for	0100-09000-0-1110-1000-580000-000	1,500.00
				<b>Warrant Total:</b>	<b>1,500.00</b>
				<b>Vendor Total:</b>	<b>1,500.00</b>
2375-Wright Express FSC	512467095	PO-230041	Monthly Fuel Charges July 1, 2022	0100-81500-0-0000-8110-430009-000	2,707.68
				<b>Warrant Total:</b>	<b>2,707.68</b>
				<b>Vendor Total:</b>	<b>2,707.68</b>
				<b>Total # of Warrants:</b>	<b>61</b>
				<b>Fund Total:</b>	<b>820,944.75</b>

Paid Date(s) From: 7/13/2022 To: 8/3/2022

## 1200-Child Development Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
2671-Canon Financial Services Inc	512466391	PV-230006	28888281	1200-61050-0-0001-2700-560000-000	65.39
					Warrant Total: 65.39
					Vendor Total: 65.39
298-EDCARE GROUP, THE	512468401	PO-230001	Insurance Premiums July 1, 2022 t	1200-61050-0-0001-2700-370200-000	1,666.00
		PO-230001	Insurance Premiums July 1, 2022 t	1200-00010-0-0000-0000-951400-000	1,583.00
					Warrant Total: 3,249.00
					Vendor Total: 3,249.00
426-Insect Lore Products Inc	512466394	LB-220068	1583437	1200-00000-0-0001-1000-430000-000	63.93
					Warrant Total: 63.93
					Vendor Total: 63.93
				Total # of Warrants: 3	Fund Total: 3,378.32

Paid Date(s) From: 7/13/2022 To: 8/3/2022

## 1300-Cafeteria Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount	
2671-Canon Financial Services Inc	512466392	PV-230006	28888281	1300-53100-0-0000-3700-560000-000	265.07	
					Warrant Total:	265.07
					Vendor Total:	265.07
298-EDCARE GROUP, THE	512468402	PO-230001	Insurance Premiums July 1, 2022 t	1300-53100-0-0000-3700-370200-000	5,455.00	
		PO-230001	Insurance Premiums July 1, 2022 t	1300-00010-0-0000-0000-951400-000	3,967.82	
		Warrant Total:	9,422.82			
		Vendor Total:	9,422.82			
3601-EMS LINQ Inc	512467081	PO-230121	Titan Software Contract for Food	1300-53100-0-0000-3700-580000-000	5,845.43	
					Warrant Total:	5,845.43
					Vendor Total:	5,845.43
349-GOLD STAR FOODS INC	512466393	LB-220067	5157672	1300-53100-0-0000-3700-560000-000	72.00	
					Warrant Total:	72.00
	512467083	PO-230112	SSO & NSLP ASSP Food Items	1300-53100-0-0000-3700-470000-000	65.75	
		PO-230112	SSO & NSLP ASSP Food Items	1300-53100-0-0000-3700-470000-000	756.32	
		PO-230112	SSO & NSLP ASSP Food Items	1300-53100-0-0000-3700-470000-000	65.75	
		PO-230112	SSO & NSLP ASSP Food Items	1300-53100-0-0000-3700-470000-000	188.70	
		Warrant Total:	1,076.52			
	Vendor Total:	1,148.52				
3594-LunchAssist Inc	512467085	PO-230116	Dues and Membership Renewal 20	1300-53100-0-0000-3700-530000-000	250.00	
					Warrant Total:	250.00
					Vendor Total:	250.00
3683-ODP Business Solutions LLC	512470165	PO-230120	Food Service Office Supply	1300-53100-0-0000-3700-430000-000	5.36	
		PO-230120	Food Service Office Supply	1300-53100-0-0000-3700-430000-000	705.31	
		Warrant Total:	710.67			
		Vendor Total:	710.67			
611-ORG. OF SELF INSURED SCHOOLS	512466399	PO-230046	Renewal of Property, General,	1300-53100-0-0000-3700-545000-000	4,408.68	
					Warrant Total:	4,408.68
					Vendor Total:	4,408.68
2322-PRODUCERS DAIRY FOODS INC	512467088	PO-230114	SSO NSLP ASSP Milk Purchases f	1300-53100-0-0000-3700-470000-000	190.24	
		PO-230114	SSO NSLP ASSP Milk Purchases f	1300-53100-0-0000-3700-470000-000	152.00	
		Warrant Total:	342.24			
		Vendor Total:	342.24			

Paid Date(s) From: 7/13/2022 To: 8/3/2022

## 1300-Cafeteria Fund

Vendor	Warrant No	Reference	Description	Fu---Re----Y-Gl---Fn---Ob-----Si	Amount
1384-Resco/Cresco Restaurant	512467090	PO-230117	Food Service Kitchen Supplies	1300-53100-0-0000-3700-430000-000	470.70
					<b>Warrant Total: 470.70</b>
					<b>Vendor Total: 470.70</b>
3303-SanMateo-FosterCity SD-SuCo-Op	512470167	PO-230086	Super Co[Op Lead District Annual A	1300-53100-0-0000-3700-530000-000	268.21
					<b>Warrant Total: 268.21</b>
					<b>Vendor Total: 268.21</b>
835-SYSCO FOODSERVICES OF MODEST	512470169	PO-230113	SSO & NSLP ASSP Food Items 2	1300-53100-0-0000-3700-470000-000	815.27
		PO-230113	SSO & NSLP ASSP Food Items 2	1300-53100-0-0000-3700-470000-000	137.47
					<b>Warrant Total: 952.74</b>
					<b>Vendor Total: 952.74</b>
				<b>Total # of Warrants: 12</b>	<b>Fund Total: 24,085.08</b>

Paid Date(s) From: 7/13/2022 To: 8/3/2022

## RECAP BY FUND OF WARRANTS ISSUED

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0100-General Fund	61	820,944.75
1200-Child Development Fund	3	3,378.32
1300-Cafeteria Fund	12	24,085.08
<b>Total # of Warrants:</b>	<b>76</b>	<b>Grand Total: 848,408.15</b>



# Kingsburg Elementary Charter School District

## Board Agenda Item

**NOTE:** All school employees (1) requesting to have an item placed on the Board agenda or (2) requesting to present an agenda item shall submit this completed form (signed by their site administrator) to the Superintendent at least 10 working days prior to the scheduled meeting date.

*\*All Board items are subject to approval by the Board President.*

**1. Agenda Item:**

Fundraisers for 2022-2023

**2. Agenda Item Category:**

- ☒ Consent Agenda
- ☐ Action Item
- ☐ Presentation
- ☐ Public Hearing
- ☐ Closed Session

**3. Submitted By:**

Sarah Ballard, Executive Assistant to the Superintendent

**4. Attachments:**

Not Applicable

- ☒ To Be Enclosed with Board Packets

*\*Overnight trip requests require itinerary, location, dates and flyer to be submitted to the Board*

**5. Purpose:**

The Board will approve the scheduled fundraisers for each site once per year.

**6. Financial Impact:**

N/A

**7. Funding Source:**

N/A

**8. District Goals This Item Will Meet:**

Increase Student Achievement

Provide a Safe, Positive and Healthy Learning Environment

Develop 21<sup>st</sup> Century Skills by Furthering the Use of Technology in the Classroom

- ☒ Increase Parent Involvement and Continue to Promote Public Relations
- ☒ Maintain a Sound Fiscal Condition - "Keep the Family Together!"



# KINGSBURG

## ELEMENTARY CHARTER SCHOOL DISTRICT

WESLEY SEVER, ED.D.  
Superintendent

MATT STOVALL  
Assistant Superintendent

BOBBY RODRIGUEZ  
Chief Business Official

CAROL BRAY  
Director, Human Resources

ERIN PASILLAS  
Director, Special Education,  
Student Services

### KINGSBURG ELEMENTARY FUNDRAISERS 2022-23

#### **Washington Preschool**

- World's Finest Chocolate

#### **Washington Elementary School**

- Cookie Dough
- Popcornapolis

#### **Roosevelt Elementary School**

- Read-a-thon

#### **Lincoln Elementary School**

- Jog-a-thon

#### **Reagan Elementary School**

- Magazine Sales
- Jog-a-thon

#### **Rafer Johnson Jr. High School**

- Rafer Johnson Fun Run
- Poppin' Popcorn

#### **CVHS**

- Read-a-thon

## Kingsburg Elementary Charter School District Board Agenda Item

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**1. Agenda Item:**

45-Day Budget Revision

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**2. Agenda Item Category:**

Consent Agenda

☒ Action Item

☒ Presentation

Public Hearing

Closed Session

**3. Submitted By:**

Bobby Rodriguez, Chief Business Official

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**4. Attachments:**

Not Applicable

☒ To Be Enclosed with Board Packets

*\*Overnight trip requests require itinerary, location, dates and flyer to be submitted to the Board*

**5. Purpose:**

School budgets that significantly change after the July 1 budget authorization must be amended within 45 days.

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**6. Financial Impact:**

The budget impacts all programs.

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**7. Funding Source:**

Fund 01

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**8. District Goals This Item Will Meet:**

☒ Increase Student Achievement

☒ Provide a Safe, Positive and Healthy Learning Environment

☒ Develop 21<sup>st</sup> Century Skills by Furthering the Use of Technology in the Classroom

☒ Increase Parent Involvement and Continue to Promote Public Relations

☒ Maintain a Sound Fiscal Condition - "Keep the Family Together!"

# Kingsburg Elementary Charter School District

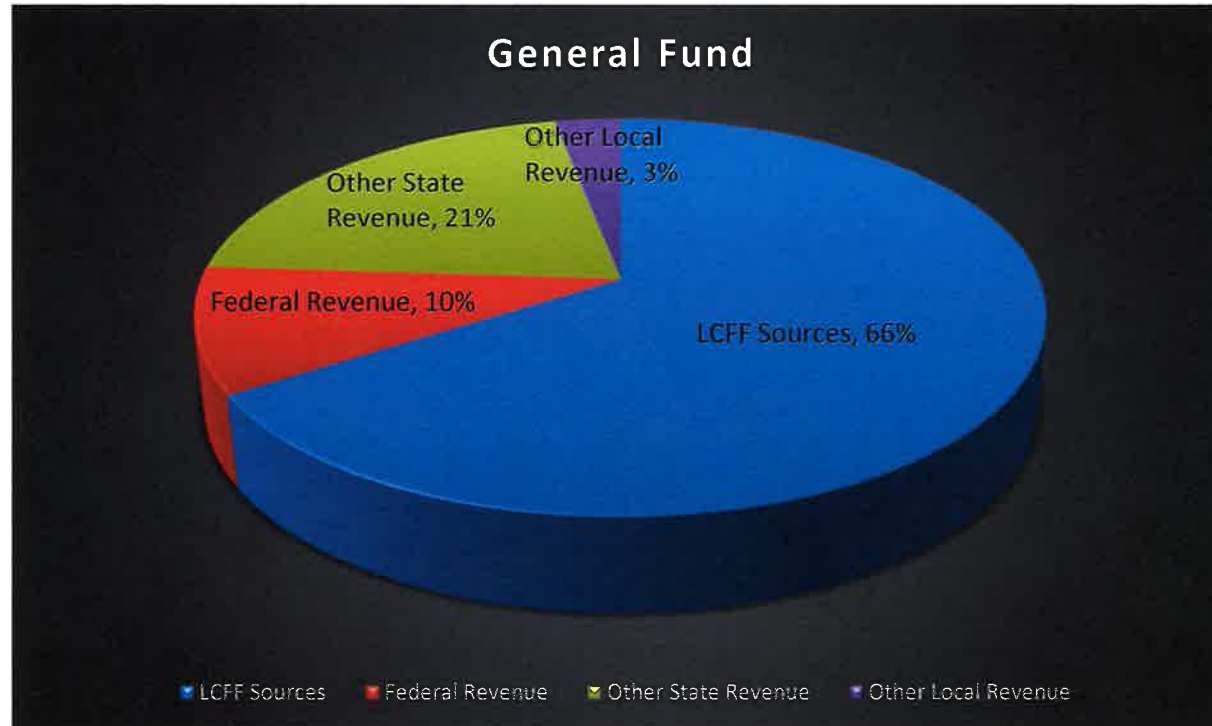
45 day revise July 1, 2022 Budget

August 8, 2022



2022-23 45-day revision

Description	Total General Fund
LCFF Sources	\$ 26,019,367.00
Federal Revenue	\$ 3,939,968.54
Other State Revenue	\$ 8,263,337.72
Other Local Revenue	\$ 1,188,974.03
<b>TOTAL REVENUES</b>	<b>\$ 39,411,647.29</b>



	2022-23 July 1 Budget			45 day Revision July 1 Budget		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>Revenues</b>						
LCFF	\$ 24,588,045.00	\$ -	\$ 24,588,045.00	\$ 26,019,367.00	\$ -	\$ 26,019,367.00
Federal	\$ 88,726.65	\$ 3,851,241.89	\$ 3,939,968.54	\$ 88,726.65	\$ 3,851,241.89	\$ 3,939,968.54
Other State	\$ 389,914.93	\$ 1,439,107.79	\$ 1,829,022.72	\$ 389,914.93	\$ 7,873,422.79	\$ 8,263,337.72
Other Local	\$ 179,349.03	\$ 1,009,625.00	\$ 1,188,974.03	\$ 179,349.03	\$ 1,009,625.00	\$ 1,188,974.03
Total Revenues	\$ 25,246,035.61	\$ 6,299,974.68	\$ 31,546,010.29	\$ 26,677,357.61	\$ 12,734,289.68	\$ 39,411,647.29
<b>Expenditures</b>						
	2022-23 July 1 Budget			45 day Revision July 1 Budget		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Cert Sal	\$ 9,966,635.59	\$ 1,633,804.49	\$ 11,600,440.08	\$10,265,634.66	\$ 1,682,818.62	\$11,948,453.28
Class Sal	\$ 3,110,466.55	\$ 1,150,065.84	\$ 4,260,532.39	\$3,203,780.55	\$ 1,184,567.81	\$4,388,348.36
Emp Ben	\$ 6,384,663.89	\$ 2,265,838.89	\$ 8,650,502.78	\$6,861,203.81	\$ 2,398,814.05	\$9,260,017.86
Books&Supp	\$ 1,667,261.46	\$ 1,601,644.52	\$ 3,268,905.98	\$1,667,261.46	\$ 2,460,574.52	\$4,127,835.98
Serv&Oper	\$ 3,021,410.37	\$ 886,327.46	\$ 3,907,737.83	\$3,021,410.37	\$ 2,255,808.95	\$5,277,219.32
Cap Outlay	\$ -	\$ 1,200,000.00	\$ 1,200,000.00	\$0.00	\$ 1,200,000.00	\$ 1,200,000.00
Other Outgo	\$ 446,546.00	\$ 44,000.00	\$ 490,546.00	\$446,546.00	\$ 44,000.00	\$ 490,546.00
Ind Costs	\$ (144,511.29)	\$ 88,301.34	\$ (56,209.95)	-\$144,511.29	\$ 88,301.34	\$ (56,209.95)
Total Expend	\$ 24,452,472.57	\$ 8,869,982.54	\$ 33,322,455.11	\$25,461,325.56	\$ 11,314,885.29	\$ 36,776,210.85
Excess(Defic)	\$ 793,563.04	\$ (2,570,007.86)	\$ (1,776,444.82)	\$1,216,032.05	\$ 1,419,404.39	\$ 2,635,436.44
<b>Fund Balance</b>						
	2022-23 July 1 Budget			45 day Revision July 1 Budget		
	Total			Total		
Adj Beginning Bal	\$ 7,202,323.27			\$7,202,323.27		
Ending Bal	\$ 5,285,878.45			\$9,837,759.71		

## MYP

	2022-23 Budget		2023-24 Proj		2024-25 Proj	
<b>Revenues</b>						
LCFF	\$	26,019,367.00	\$	27,860,252.00	\$	28,968,199.00
Federal	\$	3,939,968.54	\$	1,402,486.83	\$	1,402,486.83
Other State	\$	8,263,337.72	\$	3,915,019.29	\$	3,915,019.29
Other Local	\$	1,188,974.03	\$	1,191,584.82	\$	1,191,584.82
Other Financing	\$	-	\$	-	\$	-
Total Revenues	\$	39,411,647.29	\$	34,369,342.94	\$	35,477,289.94
<b>Expenditures</b>						
Cert Sal	\$	11,948,453.28	\$	12,127,680.08	\$	12,309,595.28
Class Sal	\$	4,388,348.36	\$	4,390,265.61	\$	4,456,119.59
Emp Ben	\$	9,260,017.86	\$	9,715,518.75	\$	10,193,294.69
Books&Supp	\$	4,127,835.98	\$	3,970,103.97	\$	3,425,000.00
Serv&Oper	\$	5,277,219.32	\$	4,974,757.84	\$	4,775,000.00
Cap Outlay	\$	1,200,000.00	\$	150,000.00	\$	138,005.72
Other Outgo	\$	490,546.00	\$	490,546.00	\$	490,546.00
Ind Costs	\$	(56,209.95)	\$	(56,209.95)	\$	(56,209.95)
Transfers Out	\$	140,000.00	\$	140,000.00	\$	140,000.00
Total Expend	\$	36,776,210.85	\$	35,902,662.30	\$	35,871,351.33
Excess(Defic)	\$	2,635,436.44	\$	(1,533,319.36)	\$	(394,061.39)
<b>Fund Balance</b>						
Net Begin Bal	\$	7,202,323.27	\$	9,837,759.71	\$	8,304,440.35
Ending Bal	\$	9,837,759.71	\$	8,304,440.35	\$	7,910,378.96
Total Comp EFB	\$	9,837,759.71	\$	8,304,440.35	\$	7,910,378.96
Reserve Stand	\$	1,103,376.32	0.0000	\$	1,076,140.54	0.0000
Meets Stand		YES		YES		YES

MYP

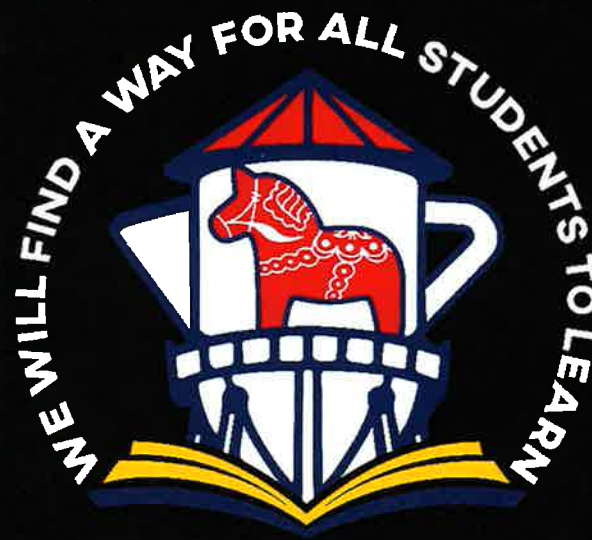
	2022-23 Budget		2023-24 Proj		2024-25 Proj	
<b>Revenues</b>						
Total Revenues	\$ 39,411,647.29		\$ 34,369,342.94		\$ 35,477,289.94	
<b>Expenditures</b>						
Total Expend	\$ 37,776,210.85		\$ 37,252,662.30		\$ 35,871,351.33	
Excess(Defic)	\$ 1,635,436.44		\$ (2,883,319.36)		\$ (394,061.39)	
<b>Fund Balance</b>						
Net Begin Bal	\$ 7,202,323.27		\$ 8,837,759.71		\$ 5,954,440.35	
Total Comp EFB	\$ 8,837,759.71		\$ 5,954,440.35		\$ 5,560,378.96	
Reserve Stand	\$ 1,133,286.32	0.0000	\$ 1,117,579.86	0.0000	\$ 1,076,140.54	0.0000
Meets Stand		YES		YES		YES



# Kingsburg Elementary Charter School District

45 day revise July 1, 2022 Budget

August 8, 2022



# APPROVED GOVERNOR'S BUDGET

- 12.84% COLA (6.56% COLA + 6.28% LCFF base grant)
- 1-time Revenues
  - Learning Recovery Emergency Block Grant (\$8 billion)
    - Provide supports to address barriers to learning, provide learning supports to close learning gaps, and provide additional academic services
  - AMIM Discretionary Block Grant (\$3.6 billion)
    - Acquire instructional materials, invest in diverse book collections, offset increased operational costs including but not limited to retirement and health care costs, COVID-19 mitigation, and to support arts and music education programs
- ◉ ELOP (\$4 billion)
  - ◉ Fully fund the Expanded Learning Opportunities Program
  - ◉ 9-hour day for UPP students



# ASSUMPTIONS

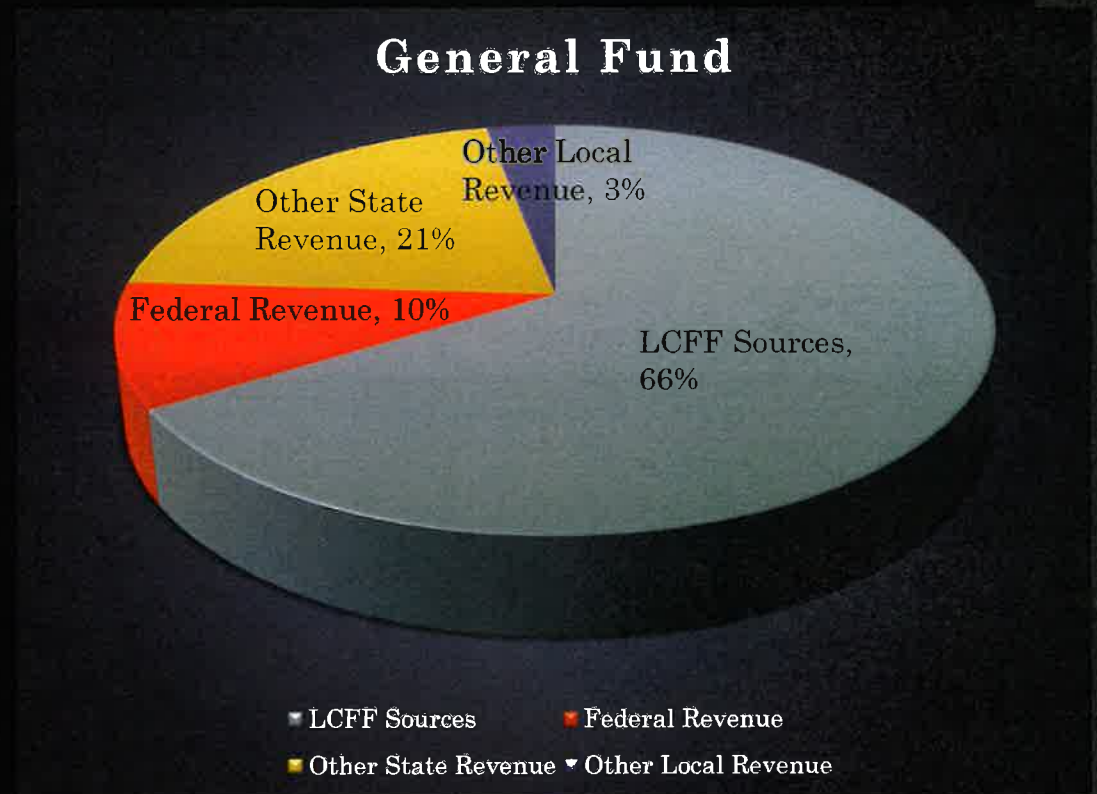


- Local Control Funding Formula revenues are based on the updated FCMAT LCFF Calculator and the Governor's Approved 2022-23 Budget
- Federal Revenues will increase in 2022-23 due to ESSER 3 funding and then will decline in outgoing years
- Expanded Learning Opportunity Program funding increased
- State Revenues will increase in 2022-23 due to the Learning Recovery Emergency Block Grant and AMIM Discretionary Block Grant
- Tax revenues are estimated to remain stable for the next two years
- Salary Schedules are projected to increase at 8% plus 1.50% for Step and Column in 2022-23
- Benefits are projected to increase at 5.0% in the Multi year Projections
- All vacancies will be evaluated to adjust for declining enrollment
- Books, supplies, and services are projected to increase in 2022-23 and then decrease as we spend down the one-time COVID-19 money and block grants
- Ending Fund Balances receive a boost from the restricted one-time money; however, these funds will be spent out beyond the multi-year projections



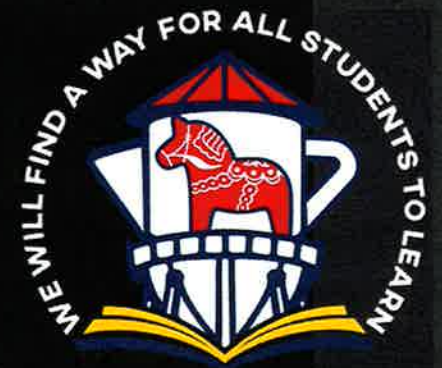
# TOTAL GENERAL FUND

Description	Total General Fund
LCFF Sources	\$ 26,019,367.00
Federal Revenue	\$ 3,939,968.54
Other State Revenue	\$ 8,263,337.72
Other Local Revenue	\$ 1,188,974.03
<b>TOTAL REVENUES</b>	<b>\$ 39,411,647.29</b>



# Form 1 (general fund)

	2022-23 July 1 Budget			45 day Revision July 1 Budget		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Revenues						
LCFF	\$ 24,588,045.00	\$ -	\$ 24,588,045.00	\$ 26,019,367.00	\$ -	\$ 26,019,367.00
Federal	\$ 88,726.65	\$ 3,851,241.89	\$ 3,939,968.54	\$ 88,726.65	\$ 3,851,241.89	\$ 3,939,968.54
Other State	\$ 389,914.93	\$ 1,439,107.79	\$ 1,829,022.72	\$ 389,914.93	\$ 7,873,422.79	\$ 8,263,337.72
Other Local	\$ 179,349.03	\$ 1,009,625.00	\$ 1,188,974.03	\$ 179,349.03	\$ 1,009,625.00	\$ 1,188,974.03
<b>Total Revenues</b>	<b>\$ 25,246,035.61</b>	<b>\$ 6,299,974.68</b>	<b>\$ 31,546,010.29</b>	<b>\$ 26,677,357.61</b>	<b>\$ 12,734,289.68</b>	<b>\$ 39,411,647.29</b>

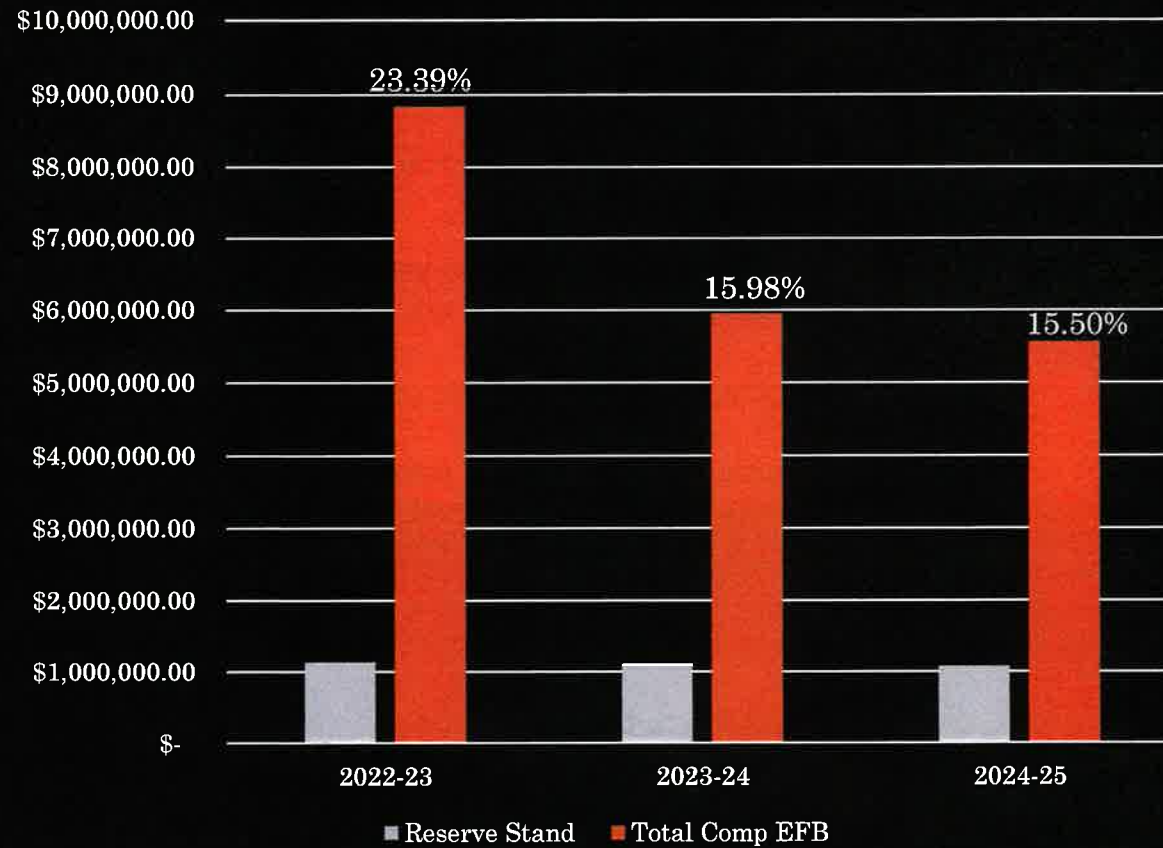


# MYP (general fund)



	2022-23 Budget		2023-24 Proj		2024-25 Proj
Revenues					
Total Revenues	\$ 39,411,647.29		\$ 34,369,342.94		\$ 35,477,289.94
Expenditures	2022-23 Budget		2023-24 Proj		2024-25 Proj
Total Expend	\$ 37,776,210.85		\$ 37,252,662.30		\$ 35,871,351.33
Excess(Defic)	\$ 1,635,436.44		\$ (2,883,319.36)		\$ (394,061.39)
Fund Balance	2022-23 Budget		2023-24 Proj		2024-25 Proj
Net Begin Bal	\$ 7,202,323.27		\$ 8,837,759.71		\$ 5,954,440.35
Total Comp EFB	\$ 8,837,759.71		\$ 5,954,440.35		\$ 5,560,378.96
Reserve Stand	\$ 1,133,286.32	0.0000	\$ 1,117,579.86	0.0000	\$ 1,076,140.54
Meets Stand		YES		YES	

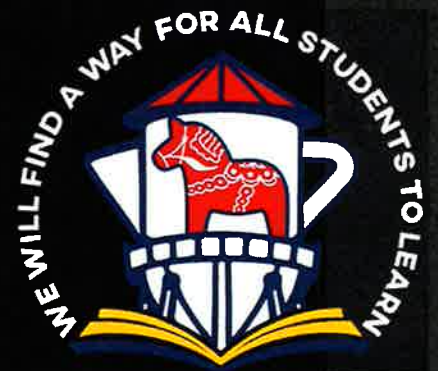
# MYP Ending Balances





# BUDGET CALENDAR

- September 2022 – Unaudited Actuals (close the books on FY 2022)
- December 2022 – First Interim, reflects changes from the July 1 Budget
- January 2023 – Governor releases his 2022-23 budget
- March 2023 – Second Interim, update 2021-22 budgets
- April 2023 – Estimated Actuals
- May 2023 – Governor's May Revise for the 2022-23 budget





## Kingsburg Elementary Charter School District Board Agenda Item

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*\*All Board items are subject to approval by the Board President.*

**1. Agenda Item:**

AMIM Discretionary Block Grant Expenditure Plan

**2. Agenda Item Category:**

☐ Consent Agenda

☒ Action Item

☐ Presentation

☐ Public Hearing

☐ Closed Session

**3. Submitted By:**

Bobby Rodriguez, Chief Business Official

**4. Attachments:**

☐ Not Applicable

☒ To Be Enclosed with Board Packets

*\*Overnight trip requests require itinerary, location, dates and flyer to be submitted to the Board*

**5. Purpose:**

The Arts, Music, and Instructional Materials (AMIM) Discretionary Block Grant was a part of the 2022-23 budget package that was approved. The funds may be used for operational costs, art and music education, and classroom materials.

**6. Financial Impact:**

\$1,438,930

**7. Funding Source:**

Local Resource 90140

**8. District Goals This Item Will Meet:**

☒ Increase Student Achievement

☒ Provide a Safe, Positive and Healthy Learning Environment

☒ Develop 21<sup>st</sup> Century Skills by Furthering the Use of Technology in the Classroom

☒ Increase Parent Involvement and Continue to Promote Public Relations

Maintain a Sound Fiscal Condition - "Keep the Family Together!"

## ARTS, MUSIC, AND INSTRUCTIONAL MATERIALS DISCRETIONARY BLOCK GRANT (AMIM) EXPENDITURE PLAN

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Kingsburg Elementary Charter School District	Bobby Rodriguez Chief Business Official	<a href="mailto:brodriguez@kesd.org">brodriguez@kesd.org</a> 559-897-2331

School Districts, collectively known as LEAs, that receive Arts, Music, and Instructional Materials Discretionary Block Grant (AMIM) funds are required to develop a plan for how they will use their funds.

### Other Plans Referenced in this Plan

Plan Title	Where the Plan May Be Accessed
Local Control and Accountability Plan (LCAP)	<a href="https://www.kesd.org/lcap">https://www.kesd.org/lcap</a>
ESSER 3 Expenditure Plan	<a href="https://www.kesd.org/esser3">https://www.kesd.org/esser3</a>

### Summary of Planned AMIM Expenditures

Below is a summary of the Arts, Music, and Instructional Materials Discretionary Block Grant funds received by the LEA and how the LEA intends to expend these funds.

#### Total AMIM funds received by the LEA

\$1,438,930
-------------

Plan Section	Total Planned AMIM
Arts and Music	\$353,930
Instructional Materials/Supports	\$185,000
Use of Remaining Funds	\$900,000

#### Total AMIM funds included in this plan

\$1,438,930
-------------

## Arts and Music

A description of how the LEA will use funds for arts and music education.

### Total AMIM funds being used for arts and music education

\$353,930

Plan Alignment (if applicable)	Action Title	Action Description	Planned AMIM Funded Expenditures
LCAP, Goal 2, Action 11	Music Materials	Students who regularly participate in enrichment programs often surpass their peers in academic performance. Band and Choir contribute to increased student achievement and increased self-esteem. Additional instruments, uniforms, music, speakers, etc. allows for the programs to grow and succeed.	\$210,000
LCAP, Goal 2, Action 11	Performing Arts	Students who regularly participate in after-school programs show increases in student achievement and higher self-esteem. Performing Arts allows students to learn how to express their mental health in a healthy way. It provides all students an opportunity to shine in their own way. Materials, lighting, video, and stage equipment allows for the programs to be successful.	\$110,000
LCAP, Goal 2, Action 11	Visual Arts	Students who regularly participate in enrichment programs often surpass their peers in academic performance. Visual Arts classes contribute to the enrichment offerings for students who are needing a creative outlet. Additional arts materials will allow students opportunities to study and learn about different modalities and mediums.	\$33,930

## Instructional Materials/Supports

A description of how the LEA will use funds for Instructional Materials/Supports.

### Total AMIM funds being used for Instructional Materials/Supports

\$185,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned AMIM Funded Expenditures
LCAP, Goal 1, Action 1	Closing the Achievement Gap	Students have made positive growth coming out of the COVID-19 pandemic; therefore, by providing additional classroom supplemental materials, we will continue to meet the needs of all of our students.	\$115,000
ESSER 3, Supports for Classrooms LCAP, Goal 1, Action 2	Classroom Supports	In an effort to better serve all of our students who are not yet at grade level, learning supports in the form of programs will enhance the learning environment in and outside of the classroom. These supports will provide tier 2 academic interventions for students.	\$70,000

## Use of Remining Funds

A description of how the LEA will use the remaining AMIM funds.

### Total AMIM funds being used to implement actions

\$900,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned AMIM Funded Expenditures
ESSER 3, Continuity of Services	Operational Costs	In order to ensure that our facilities are in good working order and to combat rising costs for	\$900,000

LCAP, Goal 1, Action 8		services, products, and other operational costs, the district will spend the remaining funds available to ensure our sites are safe for students, staff, and community. In order to ensure that we have certificated and classified staff for students, this fund will be utilized to assist with rising health care costs for current and retiree employees of the district.	
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### Ensuring Actions are Addressing Needs

The following is the LEAs plan for ensuring that the actions and expenditures in the plan are being met for their intended purposes.

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
Music Materials	Kingsburg Elementary Charter School District (KECSD) will monitor the number of students in band and choir and work with the instructors to purchase materials needed for their programs. The instructors will work with site administration on how they will implement their materials.	At monthly staff meetings and walk weekly classroom visits, site administration will determine the effectiveness of the new materials.
Performing Arts	KECSD will monitor the materials purchased through this fund by the rehearsals and performances that the performing arts class has for the school site and community.	Progress will be monitored at monthly staff meetings and monthly safety checks of the school site.
Visual Arts	KECSD will monitor the materials purchased for visual arts by the classroom visits and the yearly art show that the Art Society puts on.	Progress will be monitored at monthly staff meetings and classroom visits.
Closing the Achievement Gap	KECSD will monitor the purchases by reviewing pre/post assessments to gauge student achievement.	Progress will be monitored at monthly Professional Learning Community (PLC) meetings.
Classroom Supports	KECSD will monitor the classroom supports through ongoing assessments. Staff surveys will be utilized to determine program effectiveness.	Progress will be monitored at monthly PLC meetings.

Operational Costs	KECSD will monitor the facilities through the work order system and through monthly safety walks with the MOT Director, lead site custodians, and administration. Employee health care costs will be reviewed annually to determine appropriate measures to combat through 2024-25.	Progress will be monitored monthly at District Leadership Team meetings
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## Kingsburg Elementary Charter School District Board Agenda Item

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*\*All Board items are subject to approval by the Board President.*

**1. Agenda Item:**

Consider Approval to Increase District Insurance Cap to \$1201.25/mo effective 10/1/22.

**2. Agenda Item Category:**

- ☐ Consent Agenda
- ☒ Action Item
- ☐ Presentation
- ☐ Public Hearing
- ☐ Closed Session

**3. Submitted By:**

Carol Bray

**4. Attachments:**

- ☒ Not Applicable

**To Be Enclosed with Board Packets**

**\*Overnight trip requests require itinerary, location, dates and flyer to be submitted to the Board**

**5. Purpose:**

The 2022-23 EdCare premium increased approximately 2.36%. The District would like to increase the cap to the insurance premium to \$1,201.25/mo per eligible employee and retiree to be effective October 1, 2022. This increase will cover the 2.36% increase (\$35.25/mo) as well as add an additional \$50.50/mo to the cap. This is the first cap increase since 10/1/2020.

**6. Financial Impact:**

Estimating an annual increased cost of \$211,400

**7. Funding Source:**

AMIM Discretionary Block Grant

**8. District Goals This Item Will Meet:**

- ☐ Increase Student Achievement
- ☐ Provide a Safe, Positive and Healthy Learning Environment
- ☐ Develop 21<sup>st</sup> Century Skills by Furthering the Use of Technology in the Classroom
- ☐ Increase Parent Involvement and Continue to Promote Public Relations
- ☒ Maintain a Sound Fiscal Condition - "Keep the Family Together!"

## Kingsburg Elementary Charter School District Board Agenda Item

**NOTE: All school employees (1) requesting to have an item placed on the Board agenda or (2) requesting to present an agenda item shall submit this completed form (signed by their site administrator) to the Superintendent at least 10 working days prior to the scheduled meeting date.**

*\*All Board items are subject to approval by the Board President.*

**1. Agenda Item:**

KHS vending agreement with KECSD School Breakfast Program (SBP)

**2. Agenda Item Category:**

**Consent Agenda**

☒ **Action Item**

**Presentation**

**Public Hearing**

**Closed Session**

**3. Submitted By:**

Bobby Rodriguez, Chief Business Official

**4. Attachments:**

**Not Applicable**

☒ **To Be Enclosed with Board Packets**

**\*Overnight trip requests require itinerary, location, dates and flyer to be submitted to the Board**

**5. Purpose:**

To assist KHS as they transition to the Universal Meals mandate, KECSD will vend breakfasts to KHS five (5) days a week. The breakfasts will meet the School Breakfast Program (SBP) meal pattern requirements. The minimum amount of breakfasts KECSD will provide to KHS will be fifty (50) each day.

**6. Financial Impact:**

\$2.84 per breakfast

2.84 x 50 minimum daily breakfasts = \$142

Approximately \$2,800 each month

**7. Funding Source:**

Fund 13

**8. District Goals This Item Will Meet:**

☒ **Increase Student Achievement**

☒ **Provide a Safe, Positive and Healthy Learning Environment**

**Develop 21<sup>st</sup> Century Skills by Furthering the Use of Technology in the Classroom**

**Increase Parent Involvement and Continue to Promote Public Relations**

**Maintain a Sound Fiscal Condition - "Keep the Family Together!"**



**AGREEMENT TO PROVIDE FOOD SERVICE  
BETWEEN KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT (KECSD)  
AND KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT (KJUHSd)**

**2022-2023**

This agreement is for the purpose of providing breakfasts which meet the School Breakfast Program (SBP) meal requirements for Kingsburg Joint Union High School District (KJUHSd) from Kingsburg Elementary Charter School District (KECSD).

1. KECSD will vend breakfasts which meet the School Breakfast Program (SBP) meal pattern requirements. These meals will follow the same pattern as the meals prepared for KECSD. The menu pattern provided will be Enhanced Food Based Menu Planning (EFBMP) with the Offer versus Serve requirements for breakfasts as established by the United States Department of Agriculture (USDA).
2. KECSD will maintain all necessary records on the nutritional components and quantities of the breakfasts provided to KJUHSd and make said records available for inspection by State and Federal authorities upon request.
3. KECSD will provide the necessary eating utensils, straws, and napkins in sufficient quantity for the number of meals ordered.
4. KECSD will prepare breakfasts at Lincoln Elementary. This preparation site will maintain the appropriate state and local health certifications for the facility.
5. The number of breakfasts prepared by KECSD will be a minimum of fifty (50) each day unless an increase is agreed upon by both parties. The number of breakfasts shall not be lower than fifty (50) breakfasts per serving day.
6. KJUHSd will notify KECSD via email at [kjhocuf@kesd.org](mailto:kjhocuf@kesd.org) of the requested quantity change of breakfasts needed no later than 9:00 a.m. two weeks prior to the end of the month. KECSD will confirm receipt of the order. KJUHSd will be required to accept and pay for the number of breakfasts ordered but not served. Special scheduling of breakfast serving times and/or an unusual increase or decrease in the number of meals required would require two (2) week advance notice. Sack breakfasts for field trips and other special event foods may be arranged with an agreed pricing/timeline schedule.
7. KECSD can provide services to KJUHSd for a per meal charge of \$2.84. The breakfast will include up to 1 entrée and fruit (fresh or dry). Offer versus Serve will be maintained and tracked for all meal components by KJUHSd.
8. KECSD will vend assorted fruit five (5) days per week to meet the required fruit and vegetable requirement. KJUHSd will be responsible for managing the Offer versus Serve distribution and meeting all of the USDA meal requirements or reimbursement for the week.

9. KJUHSd will provide all of the equipment and personnel necessary to transport the breakfasts to KJUHSd including vehicle driver and temperature-controlled food boxes. KJUHSd will provide all personnel necessary to pick up, store, serve, clean up and supervise the consumption of the breakfasts. KJUHSd is responsible for all point of service meal counts and completion of all documents required by the School Breakfast Program (SBP), including making claim for reimbursements.
10. KECSD will be responsible for the condition or care of said meals until KJUHSd picks up the food. KJUHSd will be responsible for maintaining the proper temperature of the breakfast components until they are consumed.
11. KJUHSd shall clean and return the following weekday any and all property owned by KECSD.
12. No later than one (1) week prior to the end of each month KECSD will provide KJUHSd a monthly menu covering the breakfasts to be served for the following month.
13. KECSD will submit to KJUHSd itemized invoices for the breakfasts provided. The invoices will be for the full cost of the breakfast plus any additional items ordered, including but not limited to: snack items, additional utensils, supplies, catering, etc.
14. All applications and eligibility requirements will be handled at the site by KJUHSd, and are subject to audit.
15. KECSD will provide KJUHSd with sack breakfasts which meet the School Breakfast Program (SBP) meal requirements for field trips when requested at least two (2) weeks in advance. The cost per breakfast will remain the same as for the regular breakfasts.
16. Gifts or exchanges of commodities are not permitted. Until it is consumed by the student, the food prepared remains the property of the state and federal governments.
17. KECSD will comply with all applicable Federal, State, and Local statutes and regulations with regard to the preparation and consumption of breakfasts which meet the School Breakfast Program (SBP) meal requirements, including, but not limited to all applicable regulations relating to the overt identification of needy pupils, the nutritional content of breakfasts and agreement will be open to inspection by proper Federal, State, and Local authorities in accordance with applicable statutes and regulations.

**TERM**

This agreement shall become effective on the 15<sup>th</sup> day of August, 2022 and shall terminate on the 30<sup>th</sup> day of June, 2023. The Agreement shall automatically renew for subsequent one-year periods unless either party gives the other written notice by the 1<sup>st</sup> of March, 2023.

**Kingsburg Elementary Charter School District**

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Wesley Sever, Ed.D. Superintendent

---

Date**Kingsburg Joint Union High School District**

---

Don Shomaker, Superintendent

---

Date

# Kingsburg Elementary Charter School District

## Board Agenda Item

**NOTE:** All school employees (1) requesting to have an item placed on the Board agenda or (2) requesting to present an agenda item shall submit this completed form (signed by their site administrator) to the Superintendent at least 10 working days prior to the scheduled meeting date.

*\*All Board items are subject to approval by the Board President.*

**1. Agenda Item:**

Fresno State's Parent University Program

**2. Agenda Item Category:**

☒ **Consent Agenda**

**Action Item**

**Presentation**

**Public Hearing**

**Closed Session**

**3. Submitted By:**

Matt Stovall

**4. Attachments:**

**Not Applicable**

☒ **To Be Enclosed with Board Packets**

**\*Overnight trip requests require itinerary, location, dates and flyer to be submitted to the Board**

**5. Purpose:**

This program will offer our parents access to the following online classes: English Conversation, Digital Literacy, Spanish Conversation, Pathway to College, Parenting Skills, Social and Emotional Wellness, Financial Literacy, Health & Wellness and Business Development.

**6. Financial Impact:**

\$6,000

**7. Funding Source:**

0100-09000-0-1110-2495-580000-000

**8. District Goals This Item Will Meet:**

☒ **Increase Student Achievement**

☒ **Provide a Safe, Positive and Healthy Learning Environment**

**Develop 21<sup>st</sup> Century Skills by Furthering the Use of Technology in the Classroom**

☒ **Increase Parent Involvement and Continue to Promote Public Relations**

**Maintain a Sound Fiscal Condition - "Keep the Family Together!"**

Consulting Services Agreement  
Parent University

This consulting services agreement ("Agreement") is made and entered into by and between the **Kingsburg Elementary Charter School District** ("Agency") and California State University, Fresno Foundation ("Foundation"), a California nonprofit public benefit corporation organized and operating as an auxiliary organization supporting Fresno State in accordance with California Education Code Sections 89900, et seq. and Title 5 CCR Sections 42400, et seq.). This Agreement shall be effective as of July 1, 2022 ("Effective Date").

Foundation agrees to provide the following services, and Agency agrees to pay the Foundation for such services, as follows:

1. Consulting Services.

Foundation shall provide the Agency the following consulting services (hereinafter referred to as the "Services"):

- Produce a bilingual (English and Spanish or other language as requested) flier for Agency and Foundation to use in its participant recruitment efforts;
- Deliver the following virtual Parent University training classes:

Digital Literacy I, II, III, IV

Financial Literacy I, II

Pathway to College

Social and Emotional Wellness

Business Development

English Conversation I, II

Spanish Conversation I, II

Health and Wellness

Parenting Skills

Classes will be delivered in September, October, November, February, March and April to participants (no minimum and no maximum in each class) recruited by Agency and Foundation, using a schedule determined by Agency;

- Deliver eight (8) training sessions for each selected class over a four (4) week period per class to be determined by Agency within the Agreement term.
- Deliver two (2) hours of instruction per training session
- Provide written notice to Agency if a training session needs to be rescheduled, postponed or cancelled, and assist Agency in notifying participants of any changes to regularly scheduled training sessions;
- Provide staff member(s) for delivery of virtual Parent University training classes;
- Provide oversight of Parent University training class curriculum implementation through constant communication with staff member(s) responsible for delivering instruction;

- Provide Certificates of Completion to all participants who complete a minimum of ninety (90) percent of coursework, including session attendance and assignments, and who pass the final exam with a minimum of eighty (80) percent; and

The Agency shall provide Foundation the following:

- Assist with recruitment of participants for Parent University training classes using the bilingual flier produced by Foundation.

2. Term.

Foundation shall provide the Services beginning on the Effective Date and expiring on June 30, 2023, unless earlier terminated by either party in accordance with section 7 below.

3. Payment.

The Agency agrees to pay Foundation a Consulting Services Fee in the amount of Six Thousand US Dollars (\$6,000) for the Services. The Agency agrees to pay Foundation no later than thirty (30) calendar days after the invoice date.

4. Reimbursement of Mileage.

All travel expenses incurred by Foundation are included in the Consulting Services Fee.

5. Independent Contractor/Agency Status.

Foundation and its employees shall perform this Agreement as an independent contractor and not as officers, employees, or agents of the Agency. Foundation shall retain the right to perform similar services for others during the term of this Agreement.

6. Indemnity.

To the extent of Foundation's fault, Foundation shall indemnify, defend, and hold harmless the Agency, its directors, officers, agents, and employees, from and against any and all claims, damages, losses, causes of action, and demands, arising out of the negligence or intentional misconduct of Foundation or its employees in connection with the performance of the Services. To the extent of the Agency's fault, the Agency shall indemnify, defend and hold harmless Foundation; the Trustees of the California State University; the State of California; California State University, Fresno; and all of said entities' directors, officers, agents, and employees from and against any and all claims, damages, losses, causes of action and demands, arising out of the negligence or intentional misconduct of the Agency or its employees in connection with this Agreement. The obligation of each party to indemnify, defend and hold the other harmless as specified in this section 6 shall survive any expiration or earlier termination of this Agreement. Each party shall carry and maintain a general liability insurance policy with limits of no less than One Million Dollars (\$1,000,000) combined single limit per occurrence coverage that insures against personal injury and property damage claims.

7. Termination of Agreement.

Either party hereto may terminate this Agreement at any time for any reason or no reason by providing the other party thirty (30) calendar days' advance written notice. In the event of early termination, the Agency shall pay Foundation for work performed and obligations incurred to the date of termination of this Agreement. The Agency may then proceed with the work in any manner deemed appropriate by the Agency.

8. Workers' Compensation Insurance.

Foundation agrees to provide all necessary Workers Compensation Insurance for its employees, at its own cost and expense.

9. Taxes.

Foundation agrees that its employees working under this Agreement have no entitlement to any future work from the Agency or to any employment or fringe benefits from the Agency. Payments to Foundation pursuant to this Agreement will be reported to federal and state taxing authorities as required. The Agency will not withhold any money from compensation payable to Foundation. In particular, the Agency will not withhold FICA (social security), state or federal unemployment insurance contributions, and/or state or federal income tax, or disability insurance. Foundation agrees that it is independently responsible for the payment of all applicable payroll taxes with respect to Foundation employees working under this contract.

10. Notices.

All payments and any notices or communications under this Agreement shall be in writing and shall be deemed to be duly given if served personally on the party to whom notice is directed or if mailed to such party, in which case notice shall be deemed given forty-eight (48) hours after the same has been deposited in the United States mail, certified or registered, return receipt requested, postage prepaid, and addressed in the case of:

California State University, Fresno Foundation  
4910 N. Chestnut Ave.  
Fresno, CA 93726

With a copy to:

California State University, Fresno  
San Joaquin Valley Rural Development Center  
Attention: Eduardo González, Director  
550 E. Shaw Avenue, Suite 230  
Fresno, CA 93710

and

**Kingsburg Elementary Charter School District**  
**Attention: Matt Stovall, Asst. Supt.**  
**1310 Stroud Ave., Kingsburg, CA 93631**

11. No Entitlement.

Foundation agrees that there is no entitlement to any future contracts or work from the Agency or to any employment or fringe benefits from Agency. The Agency agrees that Foundation has no obligation to provide Services to the Agency after the expiration or earlier termination of this Agreement.

12. Governing Law and Venue.

This Agreement and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California, excluding its choice of law provisions. The parties also agree that in the event of litigation venue shall only lie with the appropriate state court or federal court located in Fresno County. The parties to this Agreement submit to the jurisdiction of the federal and state courts located in the County of Fresno, State of California.

13. Binding Effect.

This Agreement shall inure to the benefit of and shall be binding upon Foundation and Agency and their respective heirs, executors, administrators, or successors.

14. Severability.

If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions of this Agreement.

15. Amendment.

The term of this Agreement shall not be amended in any manner whatsoever except by written agreement signed by the parties.

16. Entire Agreement.

This Agreement constitutes the entire agreement and understanding between the parties. There are no understandings, agreements, representations, or warranties, expressed or implied, not specified in this Agreement.

17. Attorneys' Fees.



In the event that either party hereto initiates litigation against the other to interpret or to enforce any of the terms or conditions of this Agreement, the prevailing party shall be entitled to an award of its attorneys' fees and costs incurred in such litigation.

18. Compliance with Law.

Foundation agrees to perform the Services outlined by the Agreement in a professional and a competent manner. Each party hereto agrees to abide by all applicable federal, state and local laws relative to the subject matter of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed by the parties on the date and year first-above written.

**Kingsburg Elementary Charter School District**

BY:  Date: 8/1/22  
**Dr. Wesley Sever**  
**Superintendent**

**California State University, Fresno Foundation**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
**Deborah S. Adishian-Astone**  
**Executive Director**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
**James E. Marshall**  
**Dean of Research and Graduate Studies**

Providing  
Educational Services To Parents  
throughout California

# FRESNO STATE

Parent University

ENGLISH CONVERSATION I

DIGITAL LITERACY I

SPANISH CONVERSATION I

ENGLISH CONVERSATION II

DIGITAL LITERACY II

SPANISH CONVERSATION II

PATHWAY TO COLLEGE

DIGITAL LITERACY III

PARENTING SKILLS

SOCIAL AND EMOTIONAL  
WELLNESS

DIGITAL LITERACY IV

FINANCIAL LITERACY

HEALTH & WELLNESS

BUSINESS DEVELOPMENT

FINANCIAL LITERACY II

## **\$6K WILL PROVIDE Parents in your district or school site to Access our GO LIVE monthly virtual Parent University classes (4 week classes)**

- 2022-23 Classes will be 4 weeks per cohort (monthly)
- 2 Times a week (Monday and Wednesday) or (Tuesday and Thursday)
- 2 Hours each class (6:30pm-8:30pm)
- Serving a minimum of 15 parents, no max per class
- Classes are offered in English, Spanish, Punjabi, Triqui, Mixtec, Vietnamese and Hmong
- Certificates provided to those who complete the class with 80% attendance

LIMITED TIME OFFER

Purchase FALL &  
SPRING Semester  
Classes for 6K!

SAVING VALUE  
OF  
**\$6K**

\* Must commit by August  
15th to take advantage of  
this offer.



**GO  
LIVE**  
E-LEARNING

# Kingsburg Elementary Charter School District

## Board Agenda Item

**NOTE:** All school employees (1) requesting to have an item placed on the Board agenda or (2) requesting to present an agenda item shall submit this completed form (signed by their site administrator) to the Superintendent at least 10 working days prior to the scheduled meeting date.

*\*All Board items are subject to approval by the Board President.*

**1. Agenda Item:**

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**2. Agenda Item Category:**

- ☐ Consent Agenda
- ☐ Action Item
- ☐ Presentation
- ☐ Public Hearing
- ☐ Closed Session

**3. Submitted By:**

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**4. Attachments:**

- ☐ Not Applicable
- ☐ To Be Enclosed with Board Packets

**\*Overnight trip requests require itinerary, location, dates and flyer to be submitted to the Board**

**5. Purpose:**

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**6. Financial Impact:**

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**7. Funding Source:**

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**8. District Goals This Item Will Meet:**

- ☐ Increase Student Achievement
- ☐ Provide a Safe, Positive and Healthy Learning Environment
- ☐ Develop 21<sup>st</sup> Century Skills by Furthering the Use of Technology in the Classroom
- ☐ Increase Parent Involvement and Continue to Promote Public Relations
- ☐ Maintain a Sound Fiscal Condition - "Keep the Family Together!"

## Provisional Internship Permit (PIP) Online Application Checklist

### Documents Required from Employer

- ☒ Employer Verification of Requirements **CL-857**
  - Must be completed and signed by Employer and Teacher
  - Must be signed with an original ink signature or an Adobe or DocuSign electronic signature
- ☒ Transcript Evaluation
- ☐ Public Notice of Intent to Hire
  - County Office, Nonpublic schools, and Statewide Agencies: Public Notice
  - Public School District or District/County Authorized Charter School: Board Agenda or approved Board Minutes
- ☒ Top Portion of TCC signed by Educator
- ☒ School district Permit Request
  - Emailed to: [affidavits@fcoe.org](mailto:affidavits@fcoe.org)

### Documents Required from Educator

- ☒ Valid Certificate of Clearance (*for first time credential holders*)
- ☒ Application 41-4 (Complete **ONLY** sections 1, 6, 7, & 9)
  - Applications must be signed with an original ink signature or an Adobe or DocuSign electronic signature
- ☒ Official transcripts verifying bachelor's degree or higher and coursework for the subject area(s) requested
- ☐ CSET Score Report (*if applicable*)
- ☒ Basic Skills Requirement (*if applicable*)

### Next Steps

Upload all required items to the secured link provided by your Credential Specialist. (We will receive a notification once documents are uploaded)

Credential Specialist will recommend Educator once all completed items have been uploaded.

Educator will receive an email notification to login to their CTC profile to complete their recommendation and pay the application fee.

- \$102.50 – Debit/Credit

Once the Educator finishes the recommendation, the Credential Specialist will receive notification from CTC and will issue the TCC authorizing service.



State of California  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Andrea G. Orosco

SSN \_\_\_\_\_

Name of Employing Agency Kingsburg Elementary Charter School District

County/District/CDS Code 10-62240

☐ Multiple Subject

☐ Single Subject - Specify subject(s): \_\_\_\_\_

☒ Education Specialist - Specify specialty area(s): Mild/Moderate Support Needs

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

**Required** recruitment methods (provide photocopies of **all** of the following 3 methods):

- ☒ Distributed job announcements
- ☒ Contacted college or university placement centers
- ☒ Advertised on the Internet

**Optional** recruitment methods (in addition to the required methods above):

- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted California teacher recruitment centers
- ☐ Advertised in local/national newspapers
- ☐ Other (explain) \_\_\_\_\_

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

☒ **Public School District**

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**


Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

- ☒ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature 

**Employing Agency Certification**

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature 

Title Superintendent

Date 08/03/2022

# Kingsburg Elementary Charter School District

## Board Agenda Item

**NOTE:** All school employees (1) requesting to have an item placed on the Board agenda or (2) requesting to present an agenda item shall submit this completed form (signed by their site administrator) to the Superintendent at least 10 working days prior to the scheduled meeting date.

*\*All Board items are subject to approval by the Board President.*

**1. Agenda Item:**

Nominations for the Fresno County Committee on School District Organization

**2. Agenda Item Category:**

Consent Agenda

☒ Action Item

Presentation

Public Hearing

Closed Session

**3. Submitted By:**

Sarah Ballard, Executive Assistant to the Superintendent

**4. Attachments:**

Not Applicable

☒ To Be Enclosed with Board Packets

*\*Overnight trip requests require itinerary, location, dates and flyer to be submitted to the Board*

**5. Purpose:**

The election will be held during the annual trustees' dinner meeting this fall.

The Board may put forward a name for consideration for each open seat.

**6. Financial Impact:**

N/A

**7. Funding Source:**

N/A

**8. District Goals This Item Will Meet:**

Increase Student Achievement

Provide a Safe, Positive and Healthy Learning Environment

Develop 21<sup>st</sup> Century Skills by Furthering the Use of Technology in the Classroom

☒ Increase Parent Involvement and Continue to Promote Public Relations

Maintain a Sound Fiscal Condition - "Keep the Family Together!"





# fresno county school trustees association, inc.

July 12, 2022

## ELEMENTARY

Alvina  
Big Creek  
Burrel  
Clay  
Kingsburg  
Monroe  
Orange Center  
Pacific Union  
Pine Ridge  
Raisin City  
Washington Colony  
West Park  
Westside

## HIGH SCHOOLS

Kingsburg

## UNIFIED DISTRICTS

Caruthers  
Central  
Clovis  
Coalinga-Huron  
Firebaugh-Las Delatas  
Fowler  
Fresno  
Golden Plains  
Kerman  
Kings Canyon  
Laton  
Mendota  
Parlier  
Riverdale  
Sanger  
Selma  
Sierra  
Washington

## COMMUNITY COLLEGE DISTRICTS

State Center  
West Hills

Dear Board President:

An election to fill three seats on the Fresno County Committee on School District Organization will be held by the County Superintendent this Fall. The Trustees Association is requesting your district school board's assistance in the search for FCCSDO nominees.

There are three seats up for election:

- Two seats representing District 1  
One seeking re-election
- One seat representing District 5

The Trustees Association is seeking nominees for all seats up for election. **Any Board Member** may put forward a name for consideration to the Trustee Association's Nominating Committee by submitting a *Recommendation for Nomination* form and a *Biographical Sketch* form on or before Monday, August 15th.

### The following are requirements for Fresno County Committee on School District Organization members:

- He/she **must** reside in the supervisorial district in which there is an opening. Your board may recommend someone not residing in your district but residing within the supervisorial district with an open seat.
- He/she **may not** be an employee of a county superintendent of schools, of a school district, or of a community college district.
- He/she **may** be the member of the governing board of a school district or community college district and simultaneously serve as a member of the county committee.
- He/she **must** be a registered voter and willing to serve.

Please take advantage of this opportunity to participate in recommending qualified individuals to serve on this important committee. All completed *Recommendation for Nomination* and *Biographical Sketch* forms must be received no later than August 15, 2022. Please email forms to Fresno County School Trustees Association, Attn: Angela Bowlin, [abowlin@fcoe.org](mailto:abowlin@fcoe.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy Spate".

Kathy Spate, Nominating Committee Co- Chair  
Fresno County School Trustees Association

References: California Education Code Sections 4005, 4007, 4008, 4009, 35023 Fresno County School Trustees Association, Inc. Bylaws

Enclosures

cc: District Superintendent

**RECOMMENDATION FOR NOMINATION FORM**

**Fresno County Committee on School District Organization**

***Due on or before August 15, 2022***

**Fresno County School Trustees Association  
Nominating Committee  
1111 Van Ness Avenue  
Fresno, CA 93721-2000  
Fax (559) 265-3056**

**The Board of \_\_\_\_\_ School District wishes to recommend the nomination of:**

\_\_\_\_\_

**The nominee is a resident at \_\_\_\_\_ and wishes to represent**

***Supervisory area* \_\_\_\_\_ .**

**\_\_\_\_\_ Attached is the nominee's required completed one-page biographical sketch; may also attach an additional one-page, single-sided resume.**

\_\_\_\_\_  
**Board Clerk or Board President (signed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board Clerk or Board President (printed)**

**Fresno County Committee on School District Organization  
Biographical Sketch Form**

**Due August 15, 2022**

This required, one-page, single sided biographical sketch form must be completed in the spaces provided. An optional, single-sided, one page resume may also be submitted. This required form and optional resume will be copied exactly as received. Please do not state "See resume."

Any additional page(s) other than those mentioned above will not be accepted.

Name	Supervisory Area of Residence	
Address	City	Zip
Residence Phone	Business Phone	Fax/Email
Current Profession	Current Employer	
School Board(s) you have served on	Years on Board (s)	

Please describe your activities/involvement or interests in your community.

Please briefly explain why you would like to serve as a FCCSDO member.

Please describe any other education-related activities/involvement you may have.

Your signature indicates your consent to have your name placed on the ballot and to serve as a County Committee Member if elected.

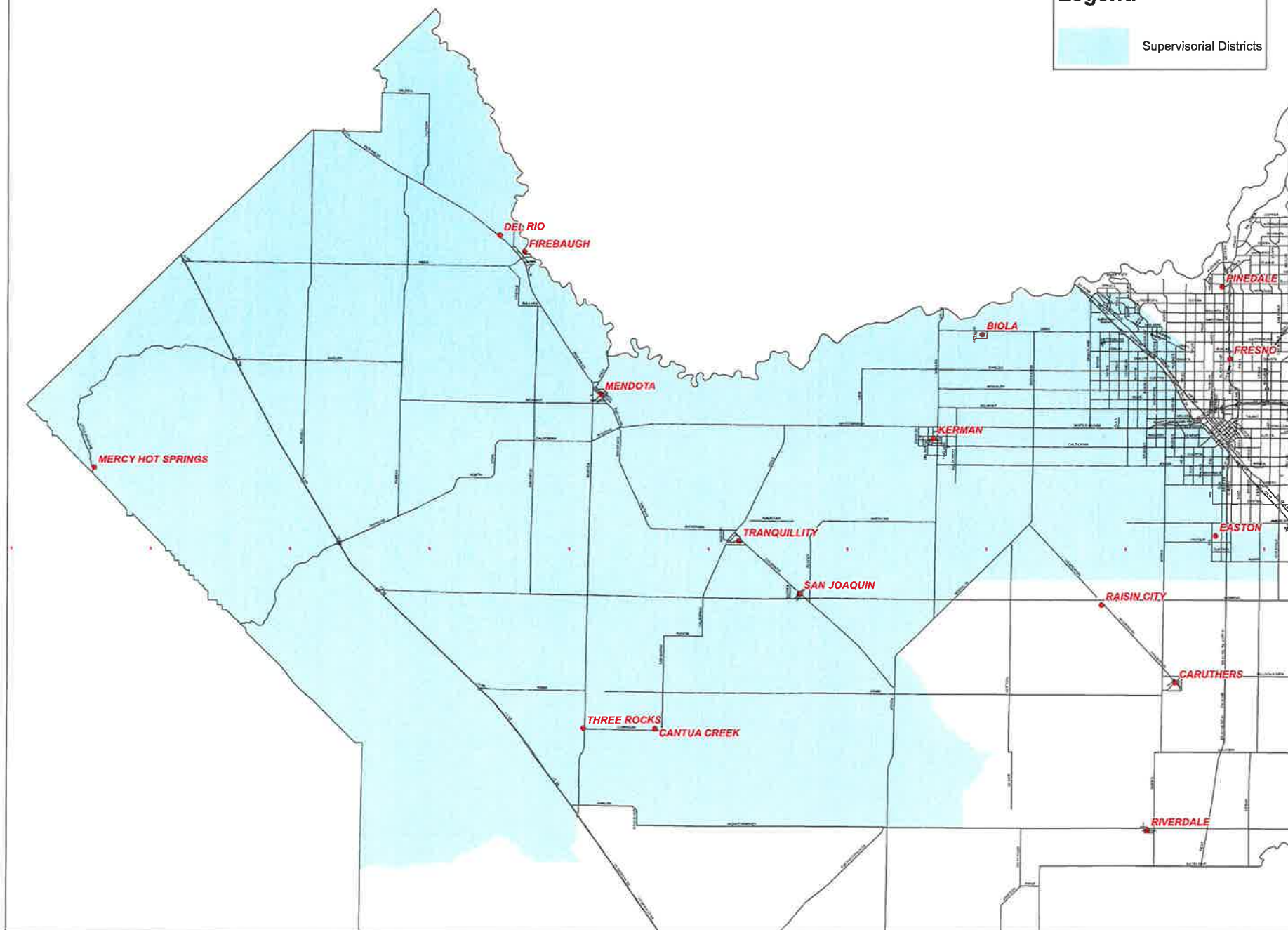
Signature

Date

## Legend



Supervisorial Districts



# Supervisorial District 1



Title 2 ADMINISTRATION\*Chapter 2.72 SUPERVISORIAL DISTRICTS

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**2.72.020 Supervisorial District 1.**

There is established a supervisorial district for the county of Fresno to be known and designated as Supervisorial District 1, the boundaries of which are described as follows:

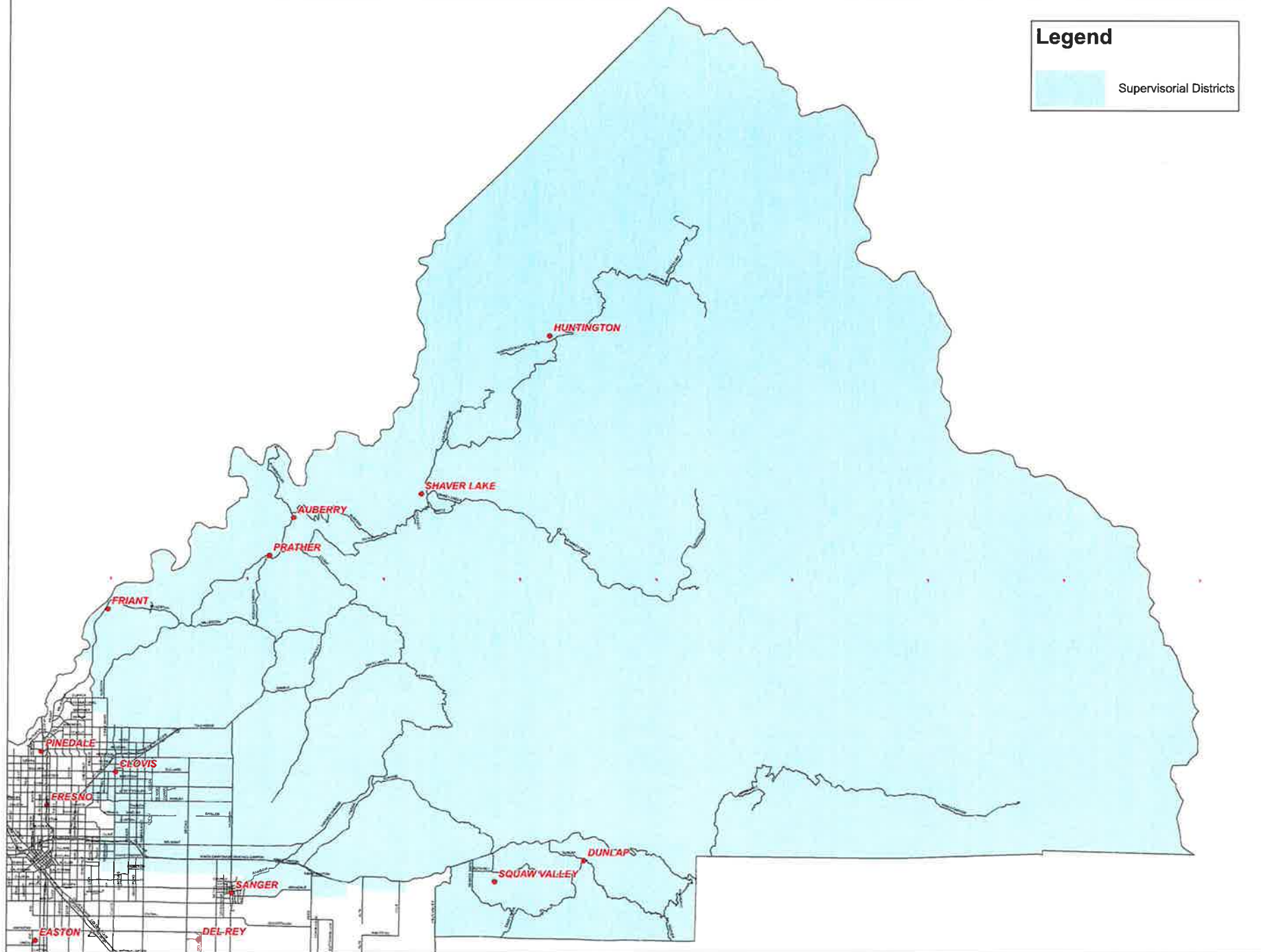
Beginning at the intersection of the Fresno-Madera County line and the main line of the Atchison Topeka and Santa Fe Railroad; thence southeasterly along said railroad to the intersection thereof with West Avenue; thence south on West Avenue to the intersection thereof with the main line of the Southern Pacific Railroad; thence southeasterly along said railroad to Jensen Avenue; thence east on Jensen Avenue to the Jensen Bypass; thence easterly on the Jensen Bypass to Jensen Avenue; thence east on Jensen Avenue to Chestnut Avenue; thence south on Chestnut Avenue to South Avenue; thence west on South Avenue to McMullin Grade; thence southwesterly on the McMullin Grade to its intersection with the Fresno Slough Bypass; thence southeasterly along the Fresno Slough Bypass to its intersection with Elkhorn Grade; thence southwesterly on Elkhorn Grade to Cerini Avenue; thence west on Cerini Avenue to Howard Avenue; thence south on Howard Avenue to Mt. Whitney Avenue; thence west on Mt. Whitney Avenue to Stanislaus Avenue; thence north on Stanislaus Avenue to Harlan Avenue; thence west on Harlan Avenue to Derrick Avenue; thence south approximately 3 miles along Derrick Avenue and its extension to the Township line between Township 17 and 18 South; thence west along said Township line to the Fresno-San Benito County line; thence northerly and easterly along the Fresno County boundary line to its intersection with the main line of the Atchison Topeka and Santa Fe Railroad, the point of beginning. (Ord. 01-012 § 1 (part); Ord. 91-026 § 1 (part); (Ord. 0-83-025 § 1; Ord. 0-82-016 § 1 (part).)



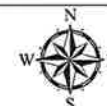
## Legend



Supervisorial Districts



# Supervisorial District 5



Title 2 ADMINISTRATION\*Chapter 2.72 SUPERVISORIAL DISTRICTS

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**2.72.060 Supervisorial District 5.**

There is established a supervisorial district for the county of Fresno to be known and designated as Supervisorial District 5, the boundaries of which are described as follows:

Beginning at the intersection of Hills valley Road and the Tulare County line; thence north along Hills Valley Road to Jensen Avenue extended; thence west on Jensen Avenue and its extension to Englehart Avenue extended; thence south one-half mile on Englehart Avenue extended to Annadale Avenue extended; thence west on Annadale Avenue extended to MacDonough Avenue; thence north on MacDonough Avenue to Annadale Avenue (one-half mile north of its normal location); thence west, southwest and west along Annadale Avenue to Madsen Avenue; thence north on Madsen Avenue and its extension to 8th Street (City of Sanger) extended; thence west on 8th Street extended to Rainbow Road; thence northeasterly on Rainbow Road approximately one-fourth mile to the north line extended of the P.G. & E. substation property; thence west on the north line extended and the north line of said substation property to Madsen Avenue extended; thence north on Madsen Avenue extended to Church Avenue extended; thence west on Church Avenue extended to Quality Avenue; thence north on Quality Avenue to California Avenue; thence west on California Avenue to Temperance Avenue; thence south on Temperance Avenue to Jensen Avenue; thence west on Jensen Avenue to Peach Avenue; thence north on Peach Avenue to Clinton Way; thence northwesterly on Clinton Way to Ashley Avenue; thence northerly on Ashley Avenue to Anderson Avenue; thence northwesterly on Anderson Avenue to Winery Avenue; thence north on Winery Avenue to Shields Avenue; thence west on Shields Avenue to First Street; thence north on First Street to Shaw Avenue; thence east on Shaw Avenue to State Route 168; thence northeasterly on State Route 168 to Herndon Avenue; thence west on Herndon Avenue to Willow Avenue; thence northerly on Willow Avenue to Friant Road; thence northerly on Friant Road to its intersection with Little Dry Creek; thence westerly along Little Dry Creek to the San Joaquin River being the Fresno-Madera County line; thence northerly, easterly and southerly in a clockwise direction along the county line to the intersection of Hills Valley Road and the Tulare County line, the point of beginning. (Ord. 01-012 § 1 (part); Ord. 91-026 § 1 (part); Ord. 0-83-025 § 3; Ord. 0-82-016 § 1 (part).)

**Policy 1312.3: Uniform Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 12/10/2016 | **Last Revised Date:** 04/19/2021

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

**Complaints Subject to UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)



18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8207-8225)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
  5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
  6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
  7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
  8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)
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DRAFT

**Regulation 1312.3: Uniform Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** 12/10/2012 | **Last Revised Date:** 11/16/2021

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

**Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Matt Stovall  
Assistant Superintendent  
Kingsburg Elementary District Office  
1310 Stroud Avenue  
Kingsburg, CA 93631  
559-897-2331  
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The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

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

**Notifications**

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

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school web sites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

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

### **Filing of Complaints**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## **Mediation**

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

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

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

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the

complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

### **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

### **Timeline for Investigation Report**

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

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

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

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

### **Investigation Report**

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered

2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

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

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### **Corrective Actions**

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

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the

victim

7. Restorative justice

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

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

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

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

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

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.



4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

#### **Health and Safety Complaints in License-Exempt Preschool Programs**

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to

the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

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DRAFT

**Exhibit 1312.3-E(1): Uniform Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** Pending | **Last Reviewed Date:** 09/14/2020

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8212, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

Exhibit **KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT**  
approved: September 14, 2020 Kingsburg, California

**Exhibit 1312.3-E(2): Uniform Complaint Procedures**

**Status:** DRAFT

**Original Adopted Date:** Pending | **Last Reviewed Date:** 09/14/2020

**PRESCHOOL COMPLAINT FORM:  
UNIFORM COMPLAINT PROCEDURES**

Education Code 8212 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes    No

Contact information: (if response is requested)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

Location of the problem that is the subject of this complaint:

School name/address: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. The preschool does not have outdoor shade that is safe and in good repair.
2. Drinking water is not accessible and/or readily available throughout the day.
3. The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.
4. Restroom facilities are not available only for preschoolers and kindergartners.
5. The preschool program does not provide visual supervision of children at all times.
6. Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
7. Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please file this complaint at the following location:

Kingsburg Elementary District Office  
1310 Stroud Avenue  
Kingsburg, CA 93631  
559-897-2331

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Regulation 3515.6: Criminal Background Checks For Contractors**

**Status:** DRAFT

**Original Adopted Date:** 12/11/1997 | **Last Revised Date:** 02/20/2018

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 for services that may require the entity's employees to interact with students, outside of the immediate supervision and control of parents/guardians or school staff, shall certify to the district that each of its 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. (Education Code 44237, 45125.1)

On a case-by-case basis, the Superintendent or designee may require any entity with which the district has a contract to comply with these same requirements. (Education Code 45125.1)

For an individual who is operating as the 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 fingerprints to the Department of Justice (DOJ). (Education Code 45125.1)

Any contracting entity's employee who 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 pardon pursuant to Penal Code 4852.01-4852.22 has been submitted to the Superintendent or designee. (Education Code 45125.1)

The Superintendent or designee may determine that criminal background checks will not be required if the contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and 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)

1. The installation of a physical barrier at the worksite to limit contact with students
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom DOJ has ascertained has not been convicted of a violent or serious felony
3. Surveillance of employees of the entity by school personnel

The Superintendent or designee may take appropriate steps to protect the safety of any students who may come in contact with employees of contracting entities, including, but not limited to, ensuring that the employees of such entities perform work during nonschool hours, do not work alone when students are present, have limited access to school grounds, are provided with a visible means of identification, and/or that there are regular patrols or supervision of the site from district security or personnel.

**Policy 4112.8: Employment Of Relatives**

**Status:** DRAFT

**Original Adopted Date:** 03/10/2011

The district does not discriminate against employment candidates on the basis of race, color, national origin, disability, religion, sex, sexual orientation, age, or marital status. In furtherance of the district's policy of selecting candidates on the basis of merit and qualifications, and to avoid problems of favoritism, supervision, security, or morale, members of the immediate family of existing employees shall be fully eligible for district employment, except as provided below.

1. Beginning August 1, 2022, no person shall be hired to work in the same department or school site if their director or supervisor would be considered a relative under this policy. If the director's supervisor is a relative under this policy, the Superintendent shall have the discretion to make a determination based on their role in the evaluation and discipline process as to whether this policy applies in hiring the candidate. In addition, two immediate family members cannot be employed in the same department or at the same school site if they would have the same supervisor. For purposes of this policy, "immediate family" includes spouse, mother, father, child, child-in-law, brother, sister, grandmother, grandfather, grandchild, brother-in-law, or sister-in-law of an employee, whether by blood or marriage. "Immediate family" also includes any relative living in the same household as an employee.

2. No existing employee shall be transferred or promoted to a position in any department or the same school site in which a member of the employee's immediate family already holds a position when such employment will result in any of the following:

- a. A supervisor-subordinate relationship;
- b. The employees have job duties that require performance of shared duties on the same or related work assignment;
- or,
- c. Both employees have the same immediate supervisor.

3. For clarity and reasons of supervision, security, or morale, the district may refuse to place spouses or relatives under the direct supervision of other spouses or relatives.

4. For clarity and reasons of supervision, security, or morale, the district may refuse to place spouses or relatives in the same department if the work involves potential conflicts of interest.

5. If co-employees marry, the district shall make reasonable efforts to assign job duties so as to minimize problems of supervision, security, safety, or morale.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 9270 - Conflict of Interest)

An employee shall notify his/her supervisor within 30 days of any change in his/her circumstances that may constitute a violation of this policy.

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**Regulation 5125: Student Records**

**Status:** DRAFT

**Original Adopted Date:** 02/21/2012 | **Last Revised Date:** 11/13/2018

**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 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
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
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 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.

*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)

*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)
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)

### **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 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)



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)
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 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)

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)
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)
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 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)

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)
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.

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)

#### **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)

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, 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)
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)
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 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)

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**

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)

### **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 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)

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)

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, 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.

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)

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)

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 record(s) 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 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**

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)

### **Changes to Student Records**

Only a parent/guardian having legal custody of a student or 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)

No addition 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 49070; 5 CCR 437)

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)

### **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
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
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
7. Verification of or exemption from required 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
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
4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge
5. Language training records
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
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

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
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 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)

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)

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 damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

### **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)

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
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
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 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
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**Regulation 5145.3: Nondiscrimination/Harassment**

**Status:** DRAFT

**Original Adopted Date:** 08/17/2015 | **Last Revised Date:** 11/16/2020

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, 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, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Matt Stovall  
Assistant Superintendent  
1310 Stroud Avenue  
Kingsburg, CA 93631  
mstovall@kesd.org

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
  - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
    - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of

limitations

- ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
  - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
- d. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
  6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
  7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.
  8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.
- If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.
  10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
  11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

### **Process for Initiating and Responding to Complaints**

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

### **Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students**

*Gender identity of a student* means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

*Gender expression* means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

*Gender transition* refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

*Gender-nonconforming student* means a student whose gender expression differs from stereotypical expectations.

*Intersex student* means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

*Nonbinary student* means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether or not the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

*Transgender student* means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
4. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent
5. Using gender-specific slurs
6. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against intersex, nonbinary, transgender, and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's gender identity, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that intersex, nonbinary, transgender, and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information. The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record.

The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender

identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.

3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
  4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
  5. **Student Records:** Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name.

A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. A student's gender as entered on the student's official record required pursuant to 5 CCR 432 shall only be changed with written authorization of a parent/guardian having legal custody of the student. (Education Code 49061)

However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.
  6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
  7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.
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**Policy 5148.2: Before/After School Programs**

**Status:** DRAFT

**Original Adopted Date:** Pending

The Governing Board desires to provide before-school and/or after-school enrichment programs that support the regular education program in a supervised environment. In order to increase academic achievement of participating students, the content of such programs shall be coordinated with the district's vision and goals for student learning, local control and accountability plan, curriculum, and academic standards.

The district's program shall be planned through a collaborative process that includes parents/guardians, students, and representatives of participating schools, governmental agencies including city and county parks and recreation departments, local law enforcement, community organizations, and, if appropriate, the private sector. (Education Code 8422, 8482.5, 46120)

To the extent feasible, the district shall give priority to establishing before-school and/or after-school programs in low-performing schools and/or programs that serve low-income and other at-risk students.

Any After School Education and Safety Program (ASES), 21st Century Community Learning Center Program (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs), or other program to be established pursuant to Education Code 8421, 8482.3 or 8484.75 shall be approved by the Board and the principal of each participating school.

The Superintendent or designee shall ensure that all staff who directly supervise students in the district's before-school and/or after-school program possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

Each program shall include academic and enrichment elements in accordance with law and administrative regulation. In addition, each program may include support services that reinforce the educational component and promote student health and well-being.

No fee shall be charged for participation in the program.

For ASES, 21st CCLC, and/or Expanded Learning Opportunities programs, no fee shall be charged for a student who is eligible for free or reduced-price meals, or a student who the district knows is a homeless youth or in foster care. In addition, family fees shall be calculated on a sliding scale that considers family income and ability to pay. (Education Code 8482.6, 46120)

Eligible students who are 11 or 12 years of age shall be placed in a before-school or after-school program, if and when available, rather than subsidized child care and development services. During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child care and development services in accordance with the enrollment priorities established in AR 5148 - Child Care and Development. (Welfare and Institutions Code 10273)

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

Every three years, the Superintendent or designee shall review the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years.

**Regulation 5148.2: Before/After School Programs**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Definitions**

*Expanded learning opportunities* means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. Expanded learning opportunities does not mean an extension of instructional time, but rather, opportunities to engage students in enrichment, play, nutrition, and other developmentally appropriate activities. (Education Code 8482.1, 46120)

*Unduplicated student* means a student enrolled in a district who is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth. (Education Code 42238.02, 46120)

**Grades K-8**

The district's After School Education and Safety (ASES) program or 21st Century Community Learning Center (21st CCLC) program shall serve students in any of grades K-8 as the district may determine based on local needs. (Education Code 8482.3, 8484.7, 8484.75, 8484.8)

The district's 21st CCLC program shall primarily serve students in Title I schoolwide programs. (Education Code 8484.8; 20 USC 7173)

The district's Expanded Learning Opportunities (ELO) program shall serve students in grades TK-6. For the 2021-22 school year, the district shall offer access to ELO programs to all unduplicated students in grades TK-6 and provide access to such programs to at least 50 percent of enrolled unduplicated students. Commencing with the 2022-23 school year, the district shall offer all students in grades TK-6 access to ELO programs, and ensure that access is provided to any student whose parent/guardian requests placement in a program. (Education Code 46120)

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 children and their families as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 8281.5)

The district's ASES, 21st CCLC, and ELO program(s) shall be operated in accordance with the following:

**1. Program Elements**

- a. The program shall include an educational and literacy element in which tutoring or homework assistance is provided in language arts, mathematics, history and social science, computer training, and/or science. (Education Code 8482.3, 8484.75, 46120)
- b. The program shall include an educational enrichment element which may include, but is not limited to, fine arts, career technical education, recreation, technology, physical fitness, and prevention activities. (Education Code 8482.3, 8484.75, 46120)

**2. Nutrition**

- a. If snacks or meals are made available in the program, they shall conform to nutrition standards specified in Education Code 49430-49434 or 42 USC 1766 as applicable. (Education Code 8482.3, 8484.75, 46120; 42 USC 1766-1766a; 7 CFR 226.17)
- b. The district's before-school program shall offer a breakfast meal as described in Education Code 49553 for all program participants. (Education Code 8483.1, 8484.75)

**3. Location of Program**

- a. The program may be offered at one or multiple school sites and/or at an easily available and accessible off-campus facility. (Education Code 8482.3, 8484.75)
- b. When there is a significant barrier to student participation in either the before-school or after-school

component of a program at the school of attendance, the Superintendent or designee may, with the approval of the Superintendent of Public Instruction, provide services at another school site. Such transfer of services shall occur only if the school to which the program will be transferred agrees to receive students from the transferring school and has an existing grant of the same type as the transferring school, or does not have a 10-percent lower percentage of students eligible for free or reduced-price meals than the transferring school. A significant barrier includes any of the following: (Education Code 8482.8, 8484.75)

- i. Fewer than 20 students participating in the program component
- ii. Extreme transportation constraints, including, but not limited to, desegregation busing, busing for magnet or open enrollment schools, or student dependence on public transportation
- iii. A reduction in the program grant of an existing school due to its merging into a new school opened by the district or the splitting of its students with a new school

In such cases, the district shall arrange for safe, supervised transportation between school sites; ensure communication among staff in the regular school program, staff in the before-school or after-school program, and parents/guardians; and ensure alignment of the educational and literacy elements with the regular school program of participating students. (Education Code 8482.8, 8484.75)

#### 4. Staffing

- a. All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 8484.75, 45330, 45344, 45344.5)
- b. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in law and Board policy. (Education Code 8483.4, 8484.75)
- c. The student-to-staff ratio shall be no more than 20 to 1, except that programs serving transitional kindergarten or kindergarten students shall maintain a student-to-staff member ratio of no more than 10 to 1 (Education Code 8483.4, 8484.75, 46120)

#### 5. Hours of Operation

- a. A before-school program shall not operate for less than one and one-half hours per regular school day. (Education Code 8483.1, 8484.75)
- b. An after-school program shall begin immediately upon the conclusion of the regular school day and shall operate a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (Education Code 8483, 8484.75)
- c. An ELO program shall provide in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, shall not be less than nine hours of combined instructional time and expanded learning opportunities per instructional day. (Education Code 46120)

#### 6. Admissions

- a. Every student attending a school operating a program is eligible to participate in the program, subject to program capacity. (Education Code 8482.6, 8484.75)
- b. If the number of students wishing to participate in the program exceeds program capacity, students shall be selected for enrollment based on the following guidelines:
  - i. First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act (42 USC 11434a), at the time they apply for enrollment or at any time during the school year, to students who are identified by the program as being in foster care, and to students who are eligible for free or reduced-price meals. (Education Code 8483, 8483.1, 8484.75)



The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. (Education Code 8483, 8483.1)

The district shall inform the parent/guardian of a homeless or foster youth of the right of the child to receive priority enrollment and how to request priority enrollment. (Education Code 8483, 8484.75)

- ii. Second priority for enrollment of middle or junior high school students shall be given to students who attend daily. (Education Code 8483, 8483.1, 8484.75)
- iii. Third priority for enrollment shall be given to students identified as in need of academic remediation or support in accordance with Board policy or administrative regulation.
- iv. Any remaining capacity shall be filled by students selected at random.
- v. A waiting list shall be established to accommodate additional students if space becomes available.

#### 7. Attendance/Early Release

- a. Each student admitted into a district program shall be expected to attend the full number of hours that the program is in operation every day that the student participates.
- b. When necessary, a student's parent/guardian may request, in writing, that the Superintendent or designee approve the reasonable late daily arrival for the before-school program or the reasonable early daily release from the after-school program. The Superintendent or designee shall not approve such a request if the student would be attending less than one-half of the daily program hours.

#### 8. Summer/Intersession/Vacation Programs

- a. ELO programs shall offer no less than nine hours of in-person expanded learning opportunities per day for at least 30 non-school days, during intersessional periods.
- b. A before-school program operating during summer, intersession, and/or vacation days shall be offered for a minimum of two hours per day. An after-school program offered during summer, intersession, and/or vacation days may be operated for either three hours or six hours per day in accordance with Education Code 8483.76. When both before-school and after-school programs are offered for the same students on such days, they shall be operated for a minimum of four and one-half hours per day. (Education Code 8483, 8483.1, 8483.2, 8483.76)
- c. A program offered during summer, intersession, and/or vacation periods may open eligibility to every student attending a school in the district, with priority for enrollment given to students enrolled in the school that received the grant. (Education Code 8483.76)
- d. To address the needs of students and school closures, the program may be conducted at an off-site location or an alternate school site. The program shall notify the California Department of Education (CDE) of the change of location and shall include a plan to provide safe transportation pursuant to Education Code 8484.6. (Education Code 8483.76)
- e. Any program operating for six hours per day shall provide at least one nutritionally adequate free or reduced-price meal to each eligible student during each program day. (Education Code 8483.76)
- f. For any program operating six hours per day, district procedures pertaining to student attendance and early release as specified in item #7 above shall apply. (Education Code 8483.76)

#### Volunteers

The Superintendent or designee may establish a registry of volunteer after-school physical recreation instructors and other before-school and after-school program volunteers. (Education Code 35021.3)

To be included in the registry, a volunteer shall submit to a criminal background check pursuant to Education Code 45125. The volunteer shall also submit current contact information to the district and shall update that information

whenever the information changes. (Education Code 35021.3)

The Superintendent or designee may use a volunteer registered with the district or may select another person to provide physical recreation to students after school hours or to provide other services. (Education Code 35021.3)

### **Reports**

The Superintendent or designee shall annually submit to CDE outcome-based data, including, but not limited to: (Education Code 8427, 8482.3, 8484)

1. For participating students, school day attendance on an annual basis and program attendance on a semi-annual basis
  2. Evidence of a program quality improvement process that is data driven and based on CDE program quality standards
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DRAFT

**Policy 6158: Independent Study**

**Status:** DRAFT

**Original Adopted Date:** 02/21/2012 | **Last Revised Date:** 09/14/2021

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time or part-time basis and in conjunction with part- or full-time classroom study.

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

Except for students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to quarantine or school closure for exposure to or infection with COVID-19, student participation in independent study shall be voluntary. (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

With the exception of students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to a quarantine or school closure for exposure to or infection with COVID-19, the minimum period of time for any independent study option shall be three consecutive school days. (Education Code 51747)

**General Independent Study Requirements**

For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes for students participating in independent study shall be the same as required for their peers at the school who are receiving in-person instruction, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of program. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more who: (Education Code 51747)

1. Are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or 10 percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
2. Are found to be not participatory pursuant to Section 51747.5 for more than the greater of three schooldays or 60 percent of the scheduled days of synchronous instruction in a school month as applicable by grade span
3. Are in violation of their written agreement

Tiered reengagement strategies procedures used in district independent study programs shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested, their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

### **Master Agreement**

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

However, for the 2021-22 school year only, the district shall obtain a signed written agreement from each student participating in an independent study program for any length of time, no later than 30 days after the first day of instruction in the independent study program.

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.

8. A statement that independent study is an optional educational alternative in which no student may be required to participate

For the 2021-22 school year, this statement shall not be required for a student's participation in independent study if the student is unable to attend in-person instruction because of a quarantine or school closure mandated by a local or state health order or guidance due to the student's exposure to or infection with COVID-19.

9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
10. Before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student, no later than 30 days after the first day of instruction in the independent study program or October 15, whichever date comes later.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

### **Course-Based Independent Study**

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.
3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for students in grades 9-12 to receive at least weekly synchronous instruction.
4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as

indicated by their performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

If satisfactory educational progress in an independent study class is not being made, the teacher shall notify the student and, if the student is under age 18 years, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor.
7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.
8. A student shall not be required to enroll in courses included in the course-based independent study program.
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.
11. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.
13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course.
14. A student with disabilities, as defined in Education Code 56026, shall not participate in course-based independent study, unless the student's individualized education program specifically provides for that participation.
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.
16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

#### **Learning Agreement for Course-Based Independent Study**

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #3 of the Course-Based Independent Study section above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a student who is suspended or expelled, or who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study.
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. For 2022-23 school year and thereafter, before the commencement of an independent study course, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)



A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Upon the request of a student's parent/guardian, and before signing a written agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

### **Student-Parent-Educator Conferences**

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

### **Records**

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

### **Program Evaluation**

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

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**Regulation 6158: Independent Study**

**Status:** DRAFT

**Original Adopted Date:** 02/21/2012 | **Last Revised Date:** 09/14/2021

**Definitions**

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

**Educational Opportunities**

For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel
5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

**Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to

other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

### **Eligibility for Independent Study**

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

For the 2022-23 school year and thereafter, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation. (Education Code 51745)

With the exception of students who, during the 2021-2022 school year, cannot participate in classroom-based instruction due to a COVID-19 quarantine or school closure, a temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51747)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

### **Monitoring Student Progress**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor

3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

### **Responsibilities of Independent Study Administrator**

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

### **Assignment and Responsibilities of Independent Study Teachers**

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy

5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

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DRAFT

**Bylaw 9250: Remuneration, Reimbursement And Other Benefits**

**Status:** DRAFT

**Original Adopted Date:** 06/10/2019 | **Last Revised Date:** 04/25/2022 | **Last Reviewed Date:** 04/25/2022

### Remuneration

Governing Board members are authorized to receive compensation for their services up to a maximum monthly amount prescribed by law based on the district's average daily attendance (ADA) for the prior school year. In addition, the law allows this amount to be increased annually in an amount not to exceed five percent (5%).

In recognition of Board member services, commencing July 1, 2022, Board members shall receive \$264/month, which sum shall be increased by 5% annually each subsequent July 1. In order to receive this compensation, Board members must attend all board meetings in that month.

Board members shall receive this compensation unless they notify the District, in writing, of their election not to receive compensation. Pursuant to Government Code section 53208.5, health benefits for Board members who first began service on the Board on or before January 1, 1995 can elect to receive the Board stipend or 100% of the monthly premium.

Any member who does not attend all Board meetings during the month is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings he/she attended; however, a member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting, or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. In addition, each Board member must be present (personally or telephonically) for at least 50 percent of each meeting to be entitled to compensation for that meeting.

Board member compensation shall be treated as taxable income.

Board members are not eligible to participate in any District-sponsored 403(b) plans.

Student Board members, if any, shall receive no compensation for meetings attended.

### Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district, such as traveling expenses. Reimbursement shall be in accordance with policies established for district personnel and at the same rate of reimbursement. (Education Code 35044)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business. Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

### Health and Welfare Benefits for Current Board Members

Board members shall participate in the District's health and welfare benefits program provided for district employees on the same terms and conditions as active district employees, as those terms and conditions may change from time-to-time. Board members shall be responsible to make all required premium payments in advance each month and are responsible for all co-pays and other costs on the same terms and conditions as District employees. Board members must comply with all rules governing the District's benefit program, including rules implemented by the District's benefit providers.

No cash payments shall be made to Board members in lieu of participating in the District's health benefits program. Since a cash option is an essential part of IRS approved section 125 plans, Board members shall not be eligible to participate in the District's IRC Section 125 Plan.

Premium payments required of board members may, if authorized by the board member, be deducted from the board

member's monthly compensation; however, deductions shall not be made on a pre-tax basis since board members are not authorized to participate in the District's section 125 plan.

Health and welfare benefits provided to Board members shall be extended at the same level to their eligible spouses and eligible dependent children.

Board member participation in the district's health and welfare benefits program and Board member entitlement to a district contribution toward benefits shall be subject to change from time-to-time by the Board without prior notice and shall not be considered a vested right.

#### Benefits for Retired Board Members

Retired Board members may participate in the health and welfare benefits program provided for active district employees under the conditions specified below.

Health and welfare benefits for retired Board members shall be no greater than that received by district non-safety employees with the most generous schedule of benefits.

Because the District paid for health and welfare benefits for former Board members before January 1, 1994, any former Board member may continue to participate in the district's health and welfare benefits and receive the District's contribution toward benefits, as that contribution amount may change from time-to-time, so long as that member satisfies all of the following conditions: (1) he/she served in office after January 1, 1981; (2) his/her term began before January 1, 1995; and (3) he/she has served for 12 or more years. These payments shall be made under the same terms as made for former Board members before January 1, 1994. (Government Code 53201)

Any former member whose first term of office began on or after January 1, 1995, and any other member retiring from the Board after at least one four (4) year term, may continue to participate in the District's health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement from the Board.

If a retiring board member elects to purchase health benefits from the District, the retiring board member shall be responsible to make all required premium payments in advance each month and shall be responsible for all co-pays and other costs on the same terms and conditions as District employees. Retired Board members must comply with all rules governing the District's benefit program, including rules implemented by the District's benefit providers.

Health and welfare benefits provided to a former Board member shall be extended, at his/her own expense and at the same level, to his/her eligible spouse and eligible dependent children as specified in law and the District's health plan.

If a Board member is entitled to a District contribution toward health benefits due to his/her service as a District employee, the board member, when elected to office, shall participate in the District's health benefit program on the terms described in this board bylaw and upon retirement from the school board, shall continue to receive their same entitlement to health benefits as a retired district employee, to the extent of their eligibility, as if they had not been elected to the school board.

(cf. BP 4154.1/4254.1 applicable to personnel hired before January 14, 1994 and BP 4154.1(a)/4254.1(a) for personnel hired after January 13, 1994.)



**Bylaw 9320: Meetings And Notices**

**Status:** DRAFT

**Original Adopted Date:** 02/21/2012 | **Last Revised Date:** 10/12/2021

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.

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)

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)

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)

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**

The Board shall hold one regular meeting each month with two meetings in June. Unless otherwise noted, regular meetings shall be held at 4:00p.m.

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 web site. (Government Code 54954.2)

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)

**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)

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 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**

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
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, 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

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**

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.

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

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)

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 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)

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)

### **Teleconferencing During a Proclaimed State of Emergency**

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
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

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
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