

## Community Relations

### UNIFORM COMPLAINT PROCEDURES

E 3 1312.3

#### Exhibit 3

#### 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: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

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.)

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- The preschool does not have outdoor shade that is safe and in good repair
- Drinking water is not accessible and/or readily available throughout the day
- The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
- Restroom facilities are not available only for preschoolers and kindergartners
- The preschool program does not provide visual supervision of children at all times
- 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
- 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 and as you wish to fully describe the situation.

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Please file this complaint at the following location:

Ms. Lindsay Lewis  
Director of Early Childhood Education  
2101 East Washington Blvd.  
Pasadena, CA 91104

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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)

#### *Policy Reference Disclaimer:*

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

#### **State**

2 CCR 11023

#### **Description**

[Harassment and discrimination prevention and correction](#)

5 CCR 15580-15584

[Child nutrition programs complaint procedures](#)

5 CCR 3200-3205

[Special education compliance complaints](#)

5 CCR 4600-4670

Uniform complaint procedures

5 CCR 4600-4687

[Uniform complaint procedures and Williams complaints](#)

5 CCR 4690-4694

[Complaints regarding health and safety issues in license-exempt preschool programs](#)

5 CCR 4900-4965

Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance

Ed. Code 18100-18203

[School libraries](#)

Ed. Code 200-262.4

[Prohibition of discrimination](#)

Ed. Code 32280-32289.5

[School safety plans](#)

Ed. Code 33315

Uniform complaint procedures

Ed. Code 35186

[Williams uniform complaint procedures](#)

Ed. Code 46015

[Parental leave for students](#)

Ed. Code 48645.7

[Juvenile court schools](#)

Ed. Code 48853-48853.5

[Foster youth](#)

Ed. Code 48900.5

[Suspension; other means of correction](#)

Ed. Code 48985

[Notices to parents in language other than English](#)

Ed. Code 49010-49013

[Student fees](#)

Ed. Code 49060-49079

[Student records](#)

Ed. Code 49069.5

[Records of foster youth](#)

Ed. Code 49490-49590

[Child nutrition programs](#)

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<i>Ed. Code 49701</i>	<a href="#"><u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u></a>
<i>Ed. Code 51204.5</i>	<a href="#"><u>Social sciences instruction; contributions of specified groups</u></a>
<i>Ed. Code 51210</i>	<a href="#"><u>Course of study for grades 1-6</u></a>
<i>Ed. Code 51222</i>	<a href="#"><u>Physical education</u></a>
<i>Ed. Code 51223</i>	<a href="#"><u>Physical education; elementary schools</u></a>
<i>Ed. Code 51225.1-51225.25</i>	<a href="#"><u>Foster youth, homeless children, former juvenile court school students, newcomer students; course credits; graduation requirements</u></a>
<i>Ed. Code 51226-51226.1</i>	<a href="#"><u>Career technical education</u></a>
<i>Ed. Code 51228.1-51228.3</i>	<a href="#"><u>Course periods without educational content</u></a>
<i>Ed. Code 51501</i>	<a href="#"><u>Nondiscriminatory subject matter</u></a>
<i>Ed. Code 52059.5</i>	<a href="#"><u>Statewide system of support</u></a>
<i>Ed. Code 52060-52077</i>	<a href="#"><u>Local control and accountability plan</u></a>
<i>Ed. Code 52075</i>	<a href="#"><u>Complaint for lack of compliance with local control and accountability plan requirements</u></a>
<i>Ed. Code 52300-52462</i>	<a href="#"><u>Career technical education</u></a>
<i>Ed. Code 52500-52617</i>	<a href="#"><u>Adult schools</u></a>
<i>Ed. Code 54400-54425</i>	<a href="#"><u>Compensatory education programs</u></a>
<i>Ed. Code 54440-54445</i>	<a href="#"><u>Migrant education</u></a>
<i>Ed. Code 54460-54529</i>	<a href="#"><u>Compensatory education programs</u></a>
<i>Ed. Code 59000-59300</i>	<a href="#"><u>Special schools and centers</u></a>
<i>Ed. Code 60010</i>	<a href="#"><u>Instructional materials; definition</u></a>
<i>Ed. Code 60040-60052</i>	<a href="#"><u>Requirements for instructional materials</u></a>
<i>Ed. Code 64000-64001</i>	<a href="#"><u>Consolidated application process; school plan for student achievement</u></a>
<i>Ed. Code 65000-65001</i>	<a href="#"><u>School site councils</u></a>
<i>Ed. Code 8200-8488</i>	<a href="#"><u>Child care and development programs</u></a>
<i>Ed. Code 8500-8538</i>	<a href="#"><u>Adult basic education</u></a>
<i>Gov. Code 11135</i>	<a href="#"><u>Prohibition of discrimination</u></a>
<i>Gov. Code 12900-12996</i>	<a href="#"><u>Fair Employment and Housing Act</u></a>
<i>H&amp;S Code 1596.792</i>	<a href="#"><u>California Child Day Care Act; general provisions and definitions</u></a>
<i>H&amp;S Code 1596.7925</i>	<a href="#"><u>California Child Day Care Act; health and safety regulations</u></a>
<i>Pen. Code 422.55</i>	<a href="#"><u>Definition of hate crime</u></a>
<i>Pen. Code 422.6</i>	<a href="#"><u>Crimes; harassment</u></a>
<b>Federal</b>	<b>Description</b>

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20 USC 1221	<a href="#"><u>Application of laws</u></a>
20 USC 1232g	<a href="#"><u>Family Educational Rights and Privacy Act (FERPA) of 1974</u></a>
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
20 USC 6301-6576	Title I Improving the Academic Achievement of the Disadvantaged
20 USC 6801-7014	Title III language instruction for limited English proficient and immigrant students
28 CFR 35.107	<a href="#"><u>Nondiscrimination on basis of disability; complaints</u></a>
29 USC 794	<a href="#"><u>Rehabilitation Act of 1973; Section 504</u></a>
34 CFR 100.3	<a href="#"><u>Prohibition of discrimination on basis of race, color or national origin</u></a>
34 CFR 104.7	<a href="#"><u>Section 504; Designation of responsible employee and adoption of grievances procedures</u></a>
34 CFR 106.1-106.82	<a href="#"><u>Nondiscrimination on the basis of sex in education programs or activities</u></a>
34 CFR 106.30	Discrimination on the basis of sex in education programs and activities; definitions
34 CFR 106.44	<a href="#"><u>Recipient's response to sexual harassment</u></a>
34 CFR 106.45	<a href="#"><u>Grievance process for formal complaints of sexual harassment</u></a>
34 CFR 106.8	<a href="#"><u>Designation of coordinator; dissemination of policy, and adoption of grievance procedures</u></a>
34 CFR 110.25	<a href="#"><u>Notification of nondiscrimination on the basis of age</u></a>
34 CFR 99.1-99.67	<a href="#"><u>Family Educational Rights and Privacy</u></a>
42 USC 11431-11435	McKinney-Vento Homeless Assistance Act
42 USC 12101-12213	<a href="#"><u>Americans with Disabilities Act</u></a>
42 USC 2000d-2000d-7	Title VI, Civil Rights Act of 1964
42 USC 2000h-2-2000h-6	Title IX of the Civil Rights Act of 1964
42 USC 6101-6107	<a href="#"><u>Age Discrimination Act of 1975</u></a>
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	<a href="#"><u>Uniform Complaint Procedure Program Instrument</u></a>
California Department of Education Publication	<a href="#"><u>Sample UCP Board Policies and Procedures</u></a>
California Department of Justice Publication	<a href="#"><u>Guidance to School Officials re: Legal Requirements for Providing Inclusive Curricula and Books, January 2024</u></a>
Court Decision	Tennessee v. Cardona (2024) 737 F.Supp.3d 510

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<i>Court Decision</i>	<i>Olmstead v. L.C. ex rel. Zimring (1999) 527 U.S. 581</i>
<i>Court Decision</i>	<i>John T. D. v. River Delta Joint Unified School District (2021) WL 5176356</i>
<i>CSBA Publication</i>	<a href="#"><u>Reference: State Roles, Responsibilities, and Process for Instructional Materials Adoption, February 2024</u></a>
<i>CSBA Publication</i>	<a href="#"><u>Fact Sheet: Instructional Materials Adoption: Local governing board responsibilities, February 2024</u></a>
<i>CSBA Publication</i>	<a href="#"><u>Instructional Materials Adoptions: State and local governing board processes, roles, and responsibilities, February 2024</u></a>
<i>Federal Register</i>	<a href="#"><u>Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, May 19, 2020, Vol. 85, No. 97, pages 30026-30579</u></a>
<i>U.S. DOE, Office for Civil Rights Publication</i>	<a href="#"><u>Dear Colleague Letter: Enforcement of Title IX under the provisions of the 2020 Title IX Rule, February 4, 2025</u></a>
<i>U.S. DOE, Office for Civil Rights Publication</i>	<a href="#"><u>Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014</u></a>
<i>Website</i>	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>
<i>Website</i>	<a href="#"><u>Student Privacy Policy Office</u></a>
<i>Website</i>	<a href="#"><u>U.S. Department of Agriculture</u></a>
<i>Website</i>	<a href="#"><u>California Department of Social Services</u></a>
<i>Website</i>	<a href="#"><u>U.S. Department of Justice</u></a>
<i>Website</i>	<a href="#"><u>California Civil Rights Department</u></a>
<i>Website</i>	<a href="#"><u>California Department of Education</u></a>
<i>Website</i>	<a href="#"><u>CSBA</u></a>
<i>Website</i>	<a href="#"><u>U.S. Department of Education, Office for Civil Rights</u></a>

### Cross References

<b>Policy</b>	<b>Description</b>
0410	<a href="#"><u>Nondiscrimination In District Programs And Activities</u></a>
0420	<a href="#"><u>School Plans/ Site Councils</u></a>
0420	<a href="#"><u>School Plans/ Site Councils</u></a>
0420.41	<a href="#"><u>Charter School Oversight</u></a>
0420.41-E(1)	<a href="#"><u>Charter School Oversight</u></a>
0430	<a href="#"><u>Comprehensive Local Plan For Special Education</u></a>
0430	<a href="#"><u>Comprehensive Local Plan For Special Education</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>

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0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
1100	<a href="#"><u>Communication With The Public</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113	<a href="#"><u>District And School Websites</u></a>
1113-E(1)	<a href="#"><u>District And School Websites</u></a>
1114	<a href="#"><u>District-Sponsored Social Media</u></a>
1114	<a href="#"><u>District-Sponsored Social Media</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
1220	<a href="#"><u>Citizen Advisory Committees</u></a>
1250	<a href="#"><u>Visitors/Outsiders</u></a>
1250	<a href="#"><u>Visitors/Outsiders</u></a>
1312.1	<a href="#"><u>Complaints Concerning District Employees</u></a>
1312.1	<a href="#"><u>Complaints Concerning District Employees</u></a>
1312.2	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.2	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.2-E(1)	<a href="#"><u>Complaints Concerning Instructional Materials</u></a>
1312.4	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E(1)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1312.4-E(2)	<a href="#"><u>Williams Uniform Complaint Procedures</u></a>
1313	<a href="#"><u>Civility</u></a>
1340	<a href="#"><u>Access To District Records</u></a>
1340	<a href="#"><u>Access To District Records</u></a>
3260	<a href="#"><u>Fees And Charges</u></a>
3260	<a href="#"><u>Fees And Charges</u></a>
3555	<a href="#"><u>Nutrition Program Compliance</u></a>
3555-E(1)	<a href="#"><u>Nutrition Program Compliance</u></a>
3580	<a href="#"><u>District Records</u></a>
3580	<a href="#"><u>District Records</u></a>
4030	<a href="#"><u>Nondiscrimination In Employment</u></a>
4030	<a href="#"><u>Nondiscrimination In Employment</u></a>
4112.23	<a href="#"><u>Special Education Staff</u></a>
4112.9	<a href="#"><u>Employee Notifications</u></a>
4112.9-E(1)	<a href="#"><u>Employee Notifications</u></a>
4118	<a href="#"><u>Dismissal/Suspension/Disciplinary Action</u></a>
4118	<a href="#"><u>Dismissal/Suspension/Disciplinary Action</u></a>
4119.1	<a href="#"><u>Civil And Legal Rights</u></a>
4119.11	<a href="#"><u>Sexual Harassment</u></a>

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4119.11	<a href="#"><u>Sexual Harassment</u></a>
4119.12	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>
4119.12-E(1)	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>
4119.23	<a href="#"><u>Unauthorized Release Of Confidential/ Privileged Information</u></a>
4131	<a href="#"><u>Staff Development</u></a>
4212.9	<a href="#"><u>Employee Notifications</u></a>
4212.9-E(1)	<a href="#"><u>Employee Notifications</u></a>
4218	<a href="#"><u>Dismissal/ Suspension/ Disciplinary Action</u></a>
4218	<a href="#"><u>Dismissal/ Suspension/ Disciplinary Action</u></a>
4219.1	<a href="#"><u>Civil And Legal Rights</u></a>
4219.11	<a href="#"><u>Sexual Harassment</u></a>
4219.11	<a href="#"><u>Sexual Harassment</u></a>
4219.12	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>
4219.12-E(1)	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>
4219.23	<a href="#"><u>Unauthorized Release Of Confidential/ Privileged Information</u></a>
4231	<a href="#"><u>Staff Development</u></a>
4244	<a href="#"><u>Complaints</u></a>
4244	<a href="#"><u>Complaints</u></a>
4312.9	<a href="#"><u>Employee Notifications</u></a>
4312.9-E(1)	<a href="#"><u>Employee Notifications</u></a>
4319.1	<a href="#"><u>Civil And Legal Rights</u></a>
4319.11	<a href="#"><u>Sexual Harassment</u></a>
4319.11	<a href="#"><u>Sexual Harassment</u></a>
4319.12	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>
4319.12-E(1)	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>
4319.23	<a href="#"><u>Unauthorized Release Of Confidential/ Privileged Information</u></a>
4331	<a href="#"><u>Staff Development</u></a>
4344	<a href="#"><u>Complaints</u></a>
4344	<a href="#"><u>Complaints</u></a>
5116.1	<a href="#"><u>Intradistrict Open Enrollment</u></a>
5116.1	<a href="#"><u>Intradistrict Open Enrollment</u></a>
5117	<a href="#"><u>Interdistrict Attendance</u></a>
5117	<a href="#"><u>Interdistrict Attendance</u></a>
5125	<a href="#"><u>Student Records</u></a>
5125	<a href="#"><u>Student Records</u></a>
5131.2	<a href="#"><u>Bullying</u></a>

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5131.2	<a href="#"><u>Bullying</u></a>
5131.62	<a href="#"><u>Tobacco</u></a>
5131.62	<a href="#"><u>Tobacco</u></a>
5137	<a href="#"><u>Positive School Climate</u></a>
5141.22	<a href="#"><u>Infectious Diseases</u></a>
5141.22	<a href="#"><u>Infectious Diseases</u></a>
5141.4	<a href="#"><u>Child Abuse Prevention And Reporting</u></a>
5141.4	<a href="#"><u>Child Abuse Prevention And Reporting</u></a>
5144	<a href="#"><u>Discipline</u></a>
5144	<a href="#"><u>Discipline</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5145.3	<a href="#"><u>Nondiscrimination/ Harassment</u></a>
5145.3	<a href="#"><u>Nondiscrimination/ Harassment</u></a>
5145.6	<a href="#"><u>Parent/ Guardian Notifications</u></a>
5145.6-E(1)	<a href="#"><u>Parent/ Guardian Notifications</u></a>
5145.7	<a href="#"><u>Sexual Harassment</u></a>
5145.7	<a href="#"><u>Sexual Harassment</u></a>
5145.71	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>
5145.71-E(1)	<a href="#"><u>Title IX Sexual Harassment Complaint Procedures</u></a>
5145.9	<a href="#"><u>Hate-Motivated Behavior</u></a>
5146	<a href="#"><u>Married/ Pregnant/ Parenting Students</u></a>
5148	<a href="#"><u>Child Care And Development</u></a>
5148	<a href="#"><u>Child Care And Development</u></a>
5148.2	<a href="#"><u>Before/ After School Programs</u></a>
5148.2	<a href="#"><u>Before/ After School Programs</u></a>
5148.3	<a href="#"><u>Preschool/ Early Childhood Education</u></a>
5148.3	<a href="#"><u>Preschool/ Early Childhood Education</u></a>
6142.1	<a href="#"><u>Sexual Health And HIV/AIDS Prevention Instruction</u></a>
6142.1	<a href="#"><u>Sexual Health And HIV/AIDS Prevention Instruction</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
6145	<a href="#"><u>Extracurricular And Cocurricular Activities</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6146.1	<a href="#"><u>High School Graduation Requirements</u></a>
6152	<a href="#"><u>Class Assignment</u></a>
6159	<a href="#"><u>Individualized Education Program</u></a>

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6159	<a href="#"><u>Individualized Education Program</u></a>
6159.1	<a href="#"><u>Procedural Safeguards And Complaints For Special Education</u></a>
6159.1	<a href="#"><u>Procedural Safeguards And Complaints For Special Education</u></a>
6159.2	<a href="#"><u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u></a>
6159.2	<a href="#"><u>Nonpublic, Nonsectarian School And Agency Services For Special Education</u></a>
6159.3	<a href="#"><u>Appointment Of Surrogate Parent For Special Education Students</u></a>
6159.3	<a href="#"><u>Appointment Of Surrogate Parent For Special Education Students</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.1-E(1)	<a href="#"><u>Selection And Evaluation Of Instructional Materials</u></a>
6161.11	<a href="#"><u>Supplementary Instructional Materials</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>
6164.2	<a href="#"><u>Guidance/ Counseling Services</u></a>
6164.4	<a href="#"><u>Identification And Evaluation Of Individuals For Special Education</u></a>
6164.4	<a href="#"><u>Identification And Evaluation Of Individuals For Special Education</u></a>
6164.5	<a href="#"><u>Student Success Teams</u></a>
6164.5	<a href="#"><u>Student Success Teams</u></a>
6171	<a href="#"><u>Title I Programs</u></a>
6171	<a href="#"><u>Title I Programs</u></a>
6173	<a href="#"><u>Education For Homeless Children</u></a>
6173	<a href="#"><u>Education For Homeless Children</u></a>
6173-E(1)	<a href="#"><u>Education For Homeless Children</u></a>
6173-E(2)	<a href="#"><u>Education For Homeless Children</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6173.1	<a href="#"><u>Education For Foster Youth</u></a>
6173.2	<a href="#"><u>Education Of Children Of Military Families</u></a>
6173.2	<a href="#"><u>Education Of Children Of Military Families</u></a>
6173.3	<a href="#"><u>Education For Juvenile Court School Students</u></a>
6175	<a href="#"><u>Migrant Education Program</u></a>
6175	<a href="#"><u>Migrant Education Program</u></a>
6178	<a href="#"><u>Career Technical Education</u></a>

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6178	<a href="#"><u>Career Technical Education</u></a>
6178.1	<a href="#"><u>Work-Based Learning</u></a>
6178.1	<a href="#"><u>Work-Based Learning</u></a>
6178.2	<a href="#"><u>Regional Occupational Center/Program</u></a>
6200	<a href="#"><u>Adult Education</u></a>
6200	<a href="#"><u>Adult Education</u></a>
9000	<a href="#"><u>Role Of The Board</u></a>
9011	<a href="#"><u>Disclosure Of Confidential/Privileged Information</u></a>
9012	<a href="#"><u>Board Member Electronic Communications</u></a>
9124	<a href="#"><u>Attorney</u></a>
9200	<a href="#"><u>Limits Of Board Member Authority</u></a>
9321	<a href="#"><u>Closed Session</u></a>
9321-E(1)	<a href="#"><u>Closed Session</u></a>
9321-E(2)	<a href="#"><u>Closed Session</u></a>
9322	<a href="#"><u>Agenda/ Meeting Materials</u></a>

**REVISED:** 09/2025