



Rancho Santa Fe School District

P.O. Box 809, Rancho Santa Fe, CA 92067 (858) 756-1141 Fax (858) 759-0912 <http://rsfschool.net>

Board of Trustees					
President Jee Manghani	Vice-President Kerry Vinci	Clerk Kate Butler	Member Paul Seitz	Member Annette Ross	Superintendent Kim Pinkerton

Agenda for the Regular Meeting of the Board of Trustees

**Rancho Santa Fe School District
Performing Arts Center
5927 La Granada, Rancho Santa Fe, CA 92067
Tuesday, October 14, 2025
Open Session at 4:00 p.m.
Closed Session Will Immediately Follow Open Session**

Please take notice that this Board meeting will be held in-person. Members of the public who wish to provide public comment must attend the Board meeting in-person. As a courtesy only, the Board plans to live-stream the meeting using the following link:

[Rancho Santa Fe School Board Meeting Link](#)

NOTE: All Board members and guests are requested to TURN OFF their cellular phone ringers during the meeting.

- I. Call To Order
- II. Pledge of Allegiance
- III. Public Comment

It is at this time that anyone wishing to speak regarding an item on the agenda or other topic is given an opportunity to do so. If you wish to speak under Public Comment, complete a comment card. Advance written information regarding the subject will be appreciated so that all might be better informed regarding the matter. In the interest of time and order, presentations from the public are limited to three (3) minutes per person.

Members of the public who require disability accommodation in order to participate in the meeting should contact the Superintendent at (858) 756-1141, or in writing, at least 24 hours prior to the meeting. (Government Code Section 54954.2)

In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- V. Student Recognition
- VI. Public Hearing

- A. Public Hearing in Accordance with Government Code Section 3547.5 Regarding Disclosure of Costs and Major Provisions in Proposed Amendment to the Agreement Between the Rancho Santa Fe School District and the Rancho Santa Fe Faculty Association Settling all Negotiations for the 2024-2025 School Year and the New Collective Bargaining Agreement for the 2025-2026 through 2027-2028 School Years.

VII. Presentations

- A. Presentation regarding CAASPP Data Analysis by Lindsey Conley, Middle School Principal and Director of Curriculum/Instruction and Joe Erpelding, Elementary School Principal and Director of Curriculum/Instruction.

VIII. Minutes

- A. Approval of Minutes of Regular Meeting on September 9, 2025.
 - B. Approval of Minutes of Special Meeting on September 16, 2025.

IX. Superintendent's Report

X. Discussion/Action

- A. Accept donation in the amount of \$ 245,714.00 from the Rancho Santa Fe Educational Foundation Endowment pursuant to Education Code section 41032.
 - B. Accept donation in the amount of \$250,000 from the Rancho Santa Fe Education Foundation.
 - C. Approve Annual Committee on Assignments Action Plan for the 2025-2026 School Year as required by Education Code section 44258.7(d).
 - D. First Read of Annual Board Policy Review.
 - E. Approve Amendment to the Agreement Between the Rancho Santa Fe School District and the Rancho Santa Fe Faculty Association Settling all Negotiations for the 2024-2025 School Year.
 - F. Approve New Certificated Salary Schedule with 4.25% On-Salary Schedule Increase, effective July 1, 2024.
 - G. Approve New Collective Bargaining Agreement Between the Rancho Santa Fe School District and the Rancho Santa Fe Faculty Association for the 2025-2026 through 2027-2028 School Years.
 - H. Discuss and Approve 2026-2027 Rancho Santa Fe School District Calendar.
 - I. Information Only: Quarterly Report to the Governing Board that the District has received no complaints pursuant to Education Code section 35186 for the time period of July 1, 2025 Through September 30, 2025.
 - J. Information Only: Notice of Annual Developer Fee Report on District Website for viewing. (The Board will accept the report at the December 9th, 2025 Board meeting.)
 - K. Information Only: Purchase Orders Approved by the Superintendent Pursuant to Board Policy 3001, Expenditures and Purchases.

XI. Consent Calendar

A. Business Reports:

1. Warrant Report (September)
2. Purchase Orders (September)
3. Revolving Fund (September)
4. General Fund (August)
5. General Fund (September)
6. ASB Fund (August)

B. Approve Personnel Action Report; One Time Stipends.

C. Approve Purchase of PowerPack License through Powerschool effective November 17, 2025 through November 16, 2026 not to exceed \$2,754.18.

D. Approve Contract and Data Privacy Agreement with AMIRA effective July 01, 2025 through June 30, 2026 not to exceed \$2,560.00.

E. Approve Contract with Applied Mechanical for Chiller Condenser Coil Replacement not to exceed \$22,910.00.

F. Approve Contract with Roberta Dean for 2025-2026 Ocean Week, not to exceed \$8,200.00.

G. Approve Open Purchase Order for the 2025-2026 School Year for First Student Transportation not to exceed \$100,000.00.

H. Approve Contract with DM & SONS FIREPROTECTION effective October 14, 2025 through June 30, 2026 not to exceed \$5,000.00.

I. Approve Contract with Ane Carla Rovetta for 2025-2026 Ocean Week not to exceed \$ 2,200.00.

J. Approve Purchase Order with Betrands for purchase of Music Equipment not to exceed \$4,387.60.

K. Approve Purchase Order with Dinah Brown for CGI Training not to exceed \$3,000.00.

L. Approve Quote from Complete Office not to exceed \$2,715.20.

M. Approve \$2,000.00 Increase to Open Purchase Order with Amazon for Middle School Science Elective.

N. Approve \$2000.00 Increase to Open Purchase Order with Amazon for Drama Department.

O. Approve Purchase Order for Laminating and Binding Solutions, Inc not to exceed \$754.31.

P. Adoption of Annual Board Policy Review.

1. Amend Board Policy 1004, Complaints Concerning Instructional Materials, Emergency or Urgent Facilities Conditions that Pose a Threat to Health or Safety, and Teacher Vacancy or Misassignment.
2. Amend Board Policy 1006, Local Claims Procedure Pursuant to Government Code Section 935.
3. Amend Board Policy 4001, Non-Discrimination.
4. Amend Board Policy 4012, Reimbursement of Employee Expenses.
5. Amend Board Policy 4107, Leaves of Absence (Certificated).
6. Amend Board Policy 4108, Health and Welfare Benefits (Certificated).
7. New Board Policy 4109, Overpayment of Wages (Certificated).
8. Amend Board Policy 4206, Salary Checks and Deductions (Classified).
9. Amend Board Policy 4208, Health and Welfare Benefits (Classified).

10. Amend Board Policy 4210, Leaves of Absence (Classified).
11. Amend Board Policy 5000, Non-Discrimination.
12. Amend Board Policy 6006, Uniform Complaint Procedures.
13. New Board Policy 6037, Animals on Campus.
14. Amend Board Policy 9011, Conflict of Interest and Disclosure Code.

XII. Personnel

Recommended Personnel Actions: Employment, Resignations, Retirement, Dismissals, Leaves of Absence, Change of Status:

A. Information Only:

1. The Superintendent has accepted a letter of resignation from employee 4985, teacher, effective October 31, 2025.

B. Approve new position, Accounting and Non Profit - Funding Technician and corresponding job description.

C. Approve amendment to the 2025-2026 Classified Salary Schedule effective October 14, 2025, to add the position of Accounting and Non Profit-Funding Technician.

XIII. Closed Session

- A. Conference with Legal Counsel Regarding Existing Litigation: OAH Case Number 2025080552 - Pursuant to Government Code Section 54956.9(d)(1).

XIV. Adjourn

From time-to-time writings that are public records, which are related to open session items on an agenda for a meeting, may be distributed to school board members after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the Office of the Superintendent located at 5927 La Granada, Rancho Santa Fe, CA 92067.

October 10, 2025

Kim Pinkerton
Superintendent
Rancho Santa Fe School District
P.O. Box 809
Rancho Santa Fe, CA 92067

Dear Superintendent Pinkerton:

We have received the Rancho Santa Fe Elementary School District's Disclosure of Collective Bargaining Agreement for the Rancho Santa Fe Faculty Association in accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Government Code 3547.5. The disclosure indicates that the proposed changes are effective July 1, 2024, through June 30, 2025, and will be acted upon by the governing board at its meeting on October 14, 2025.

The disclosure includes the following changes:

- 4.25% on-schedule salary increase, retroactive to July 1, 2024
- Longevity stipend of \$1,000 annually for any teacher at Year 26 on the Certificated Salary Schedule

The district projects the fiscal impact of the proposed changes to be approximately:

- 2024-25 = \$287,000
- 2025-26 = \$287,000
- 2026-27 = \$292,562

The district superintendent and chief business official have certified that the cost of the collective bargaining agreement can be met during the term of the agreement. Furthermore, E.C. 42142 requires school districts to incorporate necessary budget revisions in the current year budget within 45 days of board approval of a collective bargaining agreement. Please forward a copy of the budget revisions within this timeframe.

Questions or concerns may be directed to me at (858) 295-6702, or Alex Wilmot, Business Advisor at (858) 295-6649. This letter can be found on our website at: <https://www.sdcoe.net/administrative-services/business-services/district-financial-services/business-advisory-services>.

Sincerely,



Brent Watson
Executive Director
District Financial Services

BW: AW: VS

cc: Allison Oppeltz, Director of Finance, Rancho Santa Fe School District
Retirement Reporting Unit, San Diego County Office of Education

San Diego County Office of Education

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004)

Name of School District:	Rancho Santa Fe School District
Name of Bargaining Unit:	RSF Faculty Association
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning: **July 1, 2024** and ending:
(date)

If this agreement is part of a multi-year agreement, indicate all fiscal years covered by the agreement.
Enter the on-schedule % increase for each fiscal year. (Do not report off-schedule increases in this section.)

Fiscal Year	2024-25		
% Increase	4.25%		

The Governing Board will act upon this agreement on: **October 14, 2025**
(date)

Budget Revisions to be adopted by: (no later than 45 days after approval) **November 28, 2025**
(date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for ongoing costs, multiyear and other)		
Fund 01- General Fund		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2024-25	Year 2 Increase/(Decrease) 2025-26
1.	Salary Schedule	\$ 5,324,869	226,306.93	226,306.93
	On-Schedule increase		4.25%	4.08%
2.	Step & Column	\$ 118,532	5,037.61	5,251.71
	Increase or decrease in the cost of step & column as a result of the settlement		4.25%	4.25%
3.	Other Compensation		4,000.00	4,000.00
	Stipends, Off-schedule payments, Longevity, Overtime, Differential, one-time bonuses, etc.			
4.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 1,189,576	\$ 51,682	\$ 51,730
			4.34%	4.17%
5.	Health/Welfare Plans			
6.	Total Bargaining Unit Compensation Add Items 1 through 5 to equal 6	\$ 6,632,977	\$ 287,027	\$ 287,289
			4.33%	4.15%
7.	Total Number of Bargaining Unit Employees (Use FTEs if appropriate)	51.00		

Public Disclosure of Proposed Collective Bargaining Agreement

Rancho Santa Fe School District

9. Provide a brief narrative of the proposed change in compensation, including percentage change(s), effective date(s), and other comments and explanations as necessary.

This disclosure reflects a 4.25% ongoing salary increase, retroactive to July 1, 2024, for certificated staff who are in paid status at the time the Board approves the increase. (This increase is consistent with the increase already approved for classified staff and management, effective July 1, 2024. The disclosure agreement for this increase was approved on July 22, 2025.) In addition to the salary increase effective July 1, 2025, any teacher at Year 26 on the Certificated Salary Schedule shall be paid an annual longevity stipend of \$1,000.

10. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No. The CBA clarifies reclassification on the salary schedule to reflect the district's long-term practice.

B. Proposed Negotiated Changes in Non-Compensation items (class size adjustments, staff development days, teacher prep time, etc.)

The CBA includes the following non-compensation items: 1. Decreases the age requirement to be eligible for employee-only post-retirement health benefits (medical and dental) from age 60 to age 55 (with 15 years of continuous service required). 2. Increases the number of "personal business" days from two to three days each school year. 3. Adds a new article covering catastrophic leave.

C. What are the specific impacts on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

The CBA does not cover any specific impacts on instructional and support programs.

Will the increase in costs as a result of the agreement necessitate budget reductions in the current or subsequent two fiscal years?

☐ YES

☒ NO

If yes, please specify the amount of the budget reductions necessary for each fiscal year

2024-25

2025-26

2026-27

Public Disclosure of Proposed Collective Bargaining Agreement

Rancho Santa Fe School District
RSF Faculty Association

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

The agreement amends the current Collective Bargaining Agreement between the Parties (July 1, 2022 - 2025). The parties also agreed to enter into a new, three-year Collective Bargaining Agreement (July 1, 2030, 2028). In this new CBA, there will be limited re-openers in Year 1 (25/26) and Year 2 (26/27) for (Salaries and Benefits) and six (6) additional Articles of each party's choice. For Year 3 (27/28) there will be

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitration grievance procedures, etc.

The CBA does not address any major provisions as indicated.

F. Source of Funding for Proposed Agreement:

1. Current Year

Funding for the CBA will be covered through our General Fund.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

Funding for the CBA will be provided through the General Fund. Additionally, with declining enrollment and staff attrition, the district anticipates that the financial impact of this CBA will gradually decrease over time. If necessary, we have sufficient reserves.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

This CBA is not a multi-year agreement.

Public Disclosure of Proposed Collective Bargaining Agreement

Rancho Santa Fe School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:		Unrestricted General Fund RSF Faculty Association			
Object Code		Column 1	Column 2	Column 3	Column 4
		24/25 Unaudited Actuals	Adjustments as a Result of Settlement: included in 24/25 Unaudited Actuals	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Budget (Column 1 + Column 2 + Column 3 + Column 4)
REVENUES					
LCFF Revenue	8010-8099	\$ 13,256,879			\$ 13,256,879
Federal Revenue	8100-8299	\$ -		\$ -	\$ -
Other State Revenue	8300-8599	\$ 123,458			\$ 123,458
Other Local Revenue	8600-8799	\$ 1,551,819		\$ -	\$ 1,551,819
TOTAL REVENUES		\$ 14,932,157		\$ -	\$ 14,932,157
EXPENDITURES					
Certificated Salaries	1000-1999	\$ 5,610,320	\$ 235,345		\$ 5,845,665
Classified Salaries	2000-2999	\$ 2,061,547			\$ 2,061,547
Employee Benefits	3000-3999	\$ 2,760,465	\$ 51,682		\$ 2,812,147
Books and Supplies	4000-4999	\$ 449,765		\$ -	\$ 449,765
Services and Other Operating Expenditures	5000-5999	\$ 1,396,780		\$ -	\$ 1,396,780
Capital Outlay	6000-6999	\$ 664,352		\$ -	\$ 664,352
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	\$ 8,432			\$ 8,432
Transfers of Indirect Costs	7300-7399			\$ -	\$ -
TOTAL EXPENDITURES		\$ 12,951,662	\$ 287,027	\$ -	\$ 13,238,689
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	\$ 818,847	\$ -	\$ -	\$ 818,847
Transfers Out and Other Uses	7600-7699	\$ 300,000	\$ -		\$ 300,000
Contributions	8980-8999	\$ (2,201,416)	\$ -	\$ -	\$ (2,201,416)
OPERATING SURPLUS (DEFICIT)*		\$ 297,925	\$ (287,027)	\$ -	\$ 10,898
BEGINNING FUND BALANCE	9791	\$ 2,371,888			\$ 2,371,888
Audit Adjustments/Other Restatements	9793/9795				\$ -
ENDING FUND BALANCE		\$ 2,669,813	\$ (287,027)	\$ -	\$ 2,382,786
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	\$ 83,702	\$ -	\$ -	\$ 83,702
Restricted	9740	\$ -			\$ -
Committed	9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned	9780	\$ -		\$ -	\$ -
Reserve for Economic Uncertainties	9789			\$ -	\$ -

Public Disclosure of Proposed Collective Bargaining Agreement

Rancho Santa Fe School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit: **Restricted General Fund**
RSF Faculty Association

Object Code	Column 1	Column 2	Column 3	Column 4
	24/25 Unaudited Actuals	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Fund Balance (Column 1 + Column 2 + Column 3 + Column 4)
REVENUES				
LCFF Revenue 8010-8099	\$ 50,238		\$ -	\$
Federal Revenue 8100-8299	\$ 187,578		\$ -	\$
Other State Revenue 8300-8599	\$ 840,004		\$ -	\$
Other Local Revenue 8600-8799	\$ 371,137			\$
TOTAL REVENUES	\$ 1,448,957		\$ -	\$ 1,448,957
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 1,026,275		\$ -	\$ 1,026,275
Classified Salaries 2000-2999	\$ 1,036,187	\$ -	\$ -	\$ 1,036,187
Employee Benefits 3000-3999	\$ 1,277,329	\$ -	\$ -	\$ 1,277,329
Books and Supplies 4000-4999	\$ 70,518		\$ -	\$ 70,518
Services and Other Operating Expenditures 5000-5999	\$ 393,304			\$ 393,304
Capital Outlay 6000-6999				\$
Other Outgo (excluding Indirect Costs) 7100-7299			\$ -	\$
7400-7499				
Transfers of Indirect Costs 7300-7399			\$ -	\$
TOTAL EXPENDITURES	\$ 3,803,614	\$ -	\$ -	\$ 3,803,614
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources 8900-8979		\$ -	\$ -	\$
Transfers Out and Other Uses 7600-7699	\$ -	\$ -		\$
Contributions 8980-8999	\$ 2,201,416	\$ -	\$ -	\$ 2,201,416
OPERATING SURPLUS (DEFICIT)*	\$ (153,240)	\$ -	\$ -	\$ (153,240)
BEGINNING FUND BALANCE	\$ 871,272			\$ 871,272
Audit Adjustments/Other Restatements 9793/9795	\$ -			\$
ENDING FUND BALANCE	\$ 718,032	\$ -	\$ -	\$ 718,032
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable 9711-9719	\$ -	\$ -	\$ -	\$
Restricted 9740	\$ 718,032	\$ -	\$ -	\$ 718,032
Committed 9750-9760				
Assigned Amounts 9780				
Reserve for Economic Uncertainties 9789		\$ -	\$ -	\$
Unassigned/Unappropriated Amount 9790	\$ -	\$ -	\$ -	\$

Public Disclosure of Proposed Collective Bargaining Agreement

Rancho Santa Fe School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:

Combined General Fund

RSF Faculty Association

Object Code	Column 1	Column 2	Column 3	Column 4
	24/25 Unaudited Actuals	Adjustments as a Result of Settlement (compensation)	Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Total Impact on Budget (Column 1 + Column 2 + Column 3 + Column 4)
REVENUES				
LCFF Revenue 8010-8099	\$ 13,307,117		\$ -	\$ 13,307,117
Federal Revenue 8100-8299	\$ 187,578		\$ -	\$ 187,578
Other State Revenue 8300-8599	\$ 963,461		\$ -	\$ 963,461
Other Local Revenue 8600-8799	\$ 1,922,956		\$ -	\$ 1,922,956
TOTAL REVENUES	\$ 16,381,114		\$ -	\$ 16,381,114
EXPENDITURES				
Certificated Salaries 1000-1999	\$ 6,636,596	\$ 235,345	\$ -	\$ 6,871,941
Classified Salaries 2000-2999	\$ 3,097,735	\$ -	\$ -	\$ 3,097,735
Employee Benefits 3000-3999	\$ 4,037,794	\$ 51,682	\$ -	\$ 4,089,476
Books and Supplies 4000-4999	\$ 520,283		\$ -	\$ 520,283
Services and Other Operating Expenditures 5000-5999	\$ 1,790,083		\$ -	\$ 1,790,083
Capital Outlay 6000-6999	\$ 664,352		\$ -	\$ 664,352
Other Outgo (excluding Indirect Costs) 7100-7299	\$ 8,432		\$ -	\$ 8,432
7400-7499				
Transfers of Indirect Costs 7300-7399	\$ -		\$ -	\$ -
TOTAL EXPENDITURES	\$ 16,755,276	\$ 287,027	\$ -	\$ 17,042,303
OTHER FINANCING SOURCES/USES				
Transfer In and Other Sources 8900-8979	\$ 818,847	\$ -	\$ -	\$ 818,847
Transfers Out and Other Uses 7600-7699	\$ 300,000	\$ -	\$ -	\$ 300,000
Contributions 8980-8999	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ 144,685	\$ (287,027)	\$ -	\$ (142,342)
BEGINNING FUND BALANCE	\$ 3,243,160			\$ 3,243,160
Audit Adjustments/Other Restatements 9793/9795	\$ -			\$ -
ENDING FUND BALANCE	\$ 3,387,845	\$ (287,027)	\$ -	\$ 3,100,818
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable 9711-9719	\$ 83,702	\$ -	\$ -	\$ 83,702
Restricted 9740	\$ 718,032	\$ -	\$ -	\$ 718,032
Committed 9750-9760	\$ -	\$ -	\$ -	\$ -
Assigned 9780	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -	\$ -

Public Disclosure of Proposed Collective Bargaining Agreement

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4g: Fund 63 - Other Enterprise Fund	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Page 4h: Other	Amount	Explanation
Revenues	\$ -	
Expenditures	\$ -	
Other Financing Sources/Uses	\$ -	

Additional Comments:

Public Disclosure of Proposed Collective Bargaining Agreement

Rancho Santa Fe School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit:

RSF Faculty Association

Object Code	2024-25	2025-26	2026-27
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 13,256,879	\$ 13,774,802	\$ 14,000,000
Federal Revenue 8100-8299	\$ -	\$ -	\$ -
Other State Revenue 8300-8599	\$ 123,458	\$ 278,065	\$ -
Other Local Revenue 8600-8799	\$ 1,551,819	\$ 1,320,000	\$ 1,000,000
TOTAL REVENUES	\$ 14,932,157	\$ 15,372,867	\$ 15,000,000
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 5,845,665	\$ 5,877,497	\$ 6,000,000
Classified Salaries 2000-2999	\$ 2,061,547	\$ 2,292,065	\$ 2,000,000
Employee Benefits 3000-3999	\$ 2,812,147	\$ 3,221,443	\$ 3,000,000
Books and Supplies 4000-4999	\$ 449,765	\$ 429,849	\$ -
Services and Other Operating Expenditures 5000-5999	\$ 1,396,780	\$ 1,582,825	\$ 1,000,000
Capital Outlay 6000-6999	\$ 664,352	\$ -	\$ -
Other Outgo (excluding Indirect Costs) 7100-7299	\$ 8,432	\$ 9,086	\$ -
7400-7499			
Transfers of Indirect Costs 7300-7399	\$ -	\$ -	\$ -
Other Adjustments			\$ -
TOTAL EXPENDITURES	\$ 13,238,689	\$ 13,412,764	\$ 13,000,000
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ 818,847	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 300,000	\$ -	\$ -
Contributions 8980-8999	\$ (2,201,416)	\$ (2,282,893)	\$ (2,000,000)
OPERATING SURPLUS (DEFICIT)*	\$ 10,899	\$ (322,790)	\$ (0)
BEGINNING FUND BALANCE	\$ 2,371,888	\$ 2,382,786	\$ 2,000,000
Audit Adjustments/Other Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 2,382,786	\$ 2,059,996	\$ 1,000,000
COMPONENTS OF ENDING FUND BALANCE:			
Nonspendable 9711-9719	\$ 83,702		
Restricted 9740			
Committed 9750-9760	\$ -	\$ -	\$ -
Assigned 9780	\$ -		
Reserve for Economic Uncertainties 9789	\$ -		

Public Disclosure of Proposed Collective Bargaining Agreement

Rancho Santa Fe School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit:

RSF Faculty Association

Object Code	2024-25	2025-26	2026-27
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 50,238	\$ 49,908	\$ 49,908
Federal Revenue 8100-8299	\$ 187,578	\$ 206,637	\$ 206,637
Other State Revenue 8300-8599	\$ 840,004	\$ 817,901	\$ 817,901
Other Local Revenue 8600-8799	\$ 371,137	\$ 374,708	\$ 374,708
TOTAL REVENUES	\$ 1,448,957	\$ 1,449,154	\$ 1,449,154
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 1,026,275	\$ 997,144	\$ 997,144
Classified Salaries 2000-2999	\$ 1,036,187	\$ 967,689	\$ 967,689
Employee Benefits 3000-3999	\$ 1,277,329	\$ 1,506,333	\$ 1,506,333
Books and Supplies 4000-4999	\$ 70,518	\$ 100,790	\$ 100,790
Services and Other Operating Expenditures 5000-5999	\$ 393,304	\$ 455,088	\$ 455,088
Capital Outlay 6000-6999	\$ -	\$ -	\$ -
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499	\$ -	\$ -	\$ -
Transfers of Indirect Costs 7300-7399	\$ -	\$ -	\$ -
Other Adjustments			
TOTAL EXPENDITURES	\$ 3,803,614	\$ 4,027,044	\$ 4,027,044
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ -	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ -	\$ -	\$ -
Contributions 8980-8999	\$ 2,201,416	\$ 2,282,893	\$ 2,282,893
OPERATING SURPLUS (DEFICIT)*	\$ (153,240)	\$ (294,997)	\$ (294,997)
BEGINNING FUND BALANCE 9791	\$ 871,272	\$ 718,032	\$ 423,035
Audit Adjustments/Other Restatements 9793/9795	\$ -		
ENDING FUND BALANCE	\$ 718,032	\$ 423,035	\$ 123,035
COMPONENTS OF ENDING FUND BALANCE:			
Nonspendable 9711-9719	\$ -	\$ -	\$ -
Restricted 9740	\$ 718,032		
Committed 9750-9760			
Assigned 9780			
Reserve for Economic Uncertainties 9789	\$ -	\$ -	\$ -

Public Disclosure of Proposed Collective Bargaining Agreement

Rancho Santa Fe School District

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit:

RSF Faculty Association

Object Code	2024-25	2025-26	2026-27
	Total Revised Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
LCFF Revenue 8010-8099	\$ 13,307,117	\$ 13,824,710	\$ 14,297,117
Federal Revenue 8100-8299	\$ 187,578	\$ 206,637	\$ 206,637
Other State Revenue 8300-8599	\$ 963,461	\$ 1,095,966	\$ 1,095,966
Other Local Revenue 8600-8799	\$ 1,922,956	\$ 1,694,708	\$ 1,694,708
TOTAL REVENUES	\$ 16,381,114	\$ 16,822,021	\$ 17,294,438
EXPENDITURES			
Certificated Salaries 1000-1999	\$ 6,871,940	\$ 6,874,641	\$ 7,127,940
Classified Salaries 2000-2999	\$ 3,097,735	\$ 3,259,754	\$ 3,369,754
Employee Benefits 3000-3999	\$ 4,089,476	\$ 4,727,776	\$ 4,827,776
Books and Supplies 4000-4999	\$ 520,283	\$ 530,639	\$ 530,639
Services and Other Operating Expenditures 5000-5999	\$ 1,790,083	\$ 2,037,913	\$ 2,117,913
Capital Outlay 6000-6999	\$ 664,352	\$ -	\$ -
Other Outgo (excluding Indirect Costs) 7100-7299 7400-7499	\$ 8,432	\$ 9,086	\$ 9,086
Transfers of Indirect Costs 7300-7399	\$ -	\$ -	\$ -
Other Adjustments	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 17,042,303	\$ 17,439,808	\$ 17,975,118
OTHER FINANCING SOURCES/USES			
Transfers In and Other Sources 8900-8979	\$ 818,847	\$ -	\$ -
Transfers Out and Other Uses 7600-7699	\$ 300,000	\$ -	\$ -
Contributions 8980-8999	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)*	\$ (142,342)	\$ (617,788)	\$ (677,680)
BEGINNING FUND BALANCE			
9791	\$ 3,243,160	\$ 3,100,818	\$ 2,483,030
Audit Adjustments/Other Restatements 9793/9795	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 3,100,818	\$ 2,483,030	\$ 1,805,350
COMPONENTS OF ENDING FUND BALANCE:			
Nonspendable 9711-9719	\$ 83,702	\$ -	\$ -
Restricted 9740	\$ 718,032	\$ -	\$ -
Committed 9750-9760	\$ -	\$ -	\$ -
Assigned 9780	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties 9780	\$ -	\$ -	\$ -

Public Disclosure of Proposed Collective Bargaining Agreement

Rancho Santa Fe School District
RSF Faculty Association

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2024-25	2025-26	
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 17,342,303	\$ 17,439,808	\$
b.	Less: Special Education Pass-Through Funds	\$ -	\$ -	\$
c.	Net Expenditures, Transfers Out, and Uses	\$ 17,342,303	\$ 17,439,808	\$
d.	Projected P-2 ADA	478	462	
e.	State Standard Minimum Reserve Percentage for this District	4.00%	4.00%	
f.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line e, or \$69,000)	\$ 693,692	\$ 697,592	\$

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	\$ 2,299,084	\$ 2,059,996	\$
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	\$ 2,898,212	\$ 3,006,895	\$
e.	Total Available Reserves	\$ 5,197,296	\$ 5,066,891	\$
f.	Reserve for Economic Uncertainties Percentage	29.97%	29.05%	

3. Do unrestricted reserves meet the state minimum reserve amount?

2024-25
2025-26
2026-27

Yes
Yes
Yes

X
X
X

4. If no, how do you plan to restore your reserves?

J. CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year-All Funds

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)

\$	-
\$	287,027
\$	(287,027)

Subsequent Years- All Funds

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)

\$	579,851
\$	(579,851)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Certifications



I hereby certify



I am unable to certify

- ☒ The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

- ☒ The costs incurred by the school district as a result of this agreement can be met by the district during the term of the agreement.


District Superintendent
(Signature)

10/9/2025
Date



I hereby certify



I am unable to certify

- ☒ The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

- ☒ The costs incurred by the school district as a result of this agreement can be met by the district during the term of the agreement.


Chief Business Official
(Signature)

10/9/2025
Date

Contact Person:

Allison Oppeltz

Telephone Number:

858-754-1141

Parent/Teacher Organization Contact Information (attach additional page if more space is needed)

Amanda Valentine

E-mail address

avalonting@rsf.k12.ca.us

J. CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

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Current Year-All Funds

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)

\$	-
\$	287,027
\$	(287,027)

Subsequent Years- All Funds

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase/(Decrease)

Budget Adjustment Increase/(Decrease)

\$	579,851
\$	(579,851)

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

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10/9/2025
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Chief Business Official
(Signature)

10/9/2025
Date

Contact Person:

Allison Oppeltz

Telephone Number:

858-754-1141

Parent/Teacher Organization Contact Information (attach additional page if more space is needed)

Amanda Valentine

E-mail address

avalentine@rsf.k12.ca.us



Rancho Santa Fe School District

P.O. Box 809, Rancho Santa Fe, CA 92067 (858) 756-1141 Fax (858) 759-0912 <http://rsfschool.net>

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Vice-President
Kerry Vinci

Clerk
Kate Butler

Member
Paul Seitz

Member
Annette Ross

Superintendent
Kim Pinkerton

Board of Trustees
Regular Meeting
September 9, 2025
4:00 p.m. Open Session

MEMBERS PRESENT:

Mr. Jee Manghani, President
Mr. Kerry Vinci, Vice President
Ms. Kate Butler, Clerk
Ms. Annette Ross, Member
Mr. Paul Seitz, Member

- I. Called To Order at 4:00 p.m.
- II. Pledge of Allegiance
- III. Public Comment

Elenor Hope-Bell regarding event of the day, campus safety and the difference in experience between Middle School and Elementary School.

- V. Superintendent's Report

The Board President moved the first part of the Superintendent's Report to occur immediately after public comment.

- VI. Presentations

- A. Presentation regarding Fall Athletic Season by Monica Moreland, Athletic Director.
- B. Presentation regarding Short Term Independent Study by Lindsey Conley and Joe Erpelding, Directors of Curriculum and Instruction.
- C. Presentation regarding 2024-2025 Unaudited Actuals by Allison Oppeltz, Chief Business Officer.

- VII. Minutes

- A. Approved Minutes of Regular Meeting on August 12, 2025.

- VIII. Public Hearing

- A. PUBLIC HEARING in accordance with Education Code Section 60119 for the 2025-2026 School Year. Requirement of Governing Board of Rancho Santa Fe

OFFICIAL MINUTES, Regular Meeting, September 9, 2025

School District to make a determination that every pupil, including English learners, has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: mathematics, science, history-social science, English language arts.

There were no public comments.

- B. Adopted Resolution 2025.9.09 Determining Sufficiency of Instructional Materials for the 2025-2026 School Year.

Motion: Member Seitz
Second: Member Ross
Carried: 5-0

- C. PUBLIC HEARING in accordance with Title 5 of the California Code of Regulations, Section 11701, to consider the use of Independent Study at the District as an instructional strategy; the proposed amendments to Board Policy 6022, Independent Study; and the requirements set forth in Education Code Section 51747.

There were no public comments.

IX. Superintendent's Report

Comments regarding our staff, students, and local law enforcement for their calm, swift, and professional response during today's lockdown, ensuring everyone's safety and clear communication. We will continue to support our community with follow-up messages and resources in the coming days.

Middle School Highlights

- Educational Travel:
 - 6th graders preparing for Astrocamp (Sept 10-12).
 - 7th graders attending Catalina Environmental Leadership Camp (Oct 1-3).
 - 8th graders' Washington D.C. trip planned for March.
- Honor Roll & Citizenship Luncheon:
 - Recognition of students with Honor Roll (3.5+ GPA), High Honors (4.0 GPA), and Outstanding Citizenship (all Os on report card).
 - Celebrated with pizza luncheon and ice cream party.

Important Upcoming Dates & Events

- Elementary Coffee & Connection Sessions:
 - First session held with ~15 parents attending.
 - Great opportunity for families to ask questions, provide feedback, and strengthen communication.

- Hosted by the Moore and Lafond family.
- Lunch Updates:
 - Middle School started Jersey Mike's lunch option this week.
 - Elementary school will not have Jersey Mike's due to past delivery issues; instead, enjoying new "Eagle Eats Cafe" lunch area for efficient service.
 - PE teachers now actively using the dance room previously unavailable during lunch.
- RSFEF Invest in the Nest Info Session:
 - Tomorrow at the Inn to explain the foundation's purpose and fundraising efforts.
 - Supports events like parent coffees, Newcomer events, Back to School Bash—aligned with mission to empower leaders, nurture community, and shape the future.
- Patriot Day Assembly:
 - September 11, Lighthouse students will honor 9/11 victims with a special assembly.

Planning Ahead

- Parenting in the Digital Age Presentation: September 23, 8-10 AM.
- International Fair:
 - Led by Heidi Moreno with 13 countries already represented.
 - Seeking more student participants to showcase diverse cultures via booths with displays, photos, artifacts, or food samples.
- 5th Grade BizTown Visit:
 - End of September.
 - Hands-on financial literacy and business simulation experience aligned with educational standards.
- Ocean Week Staff Development: Sept 23-25 with Roberta Dean to launch 30th year celebration.
- High School Fair: October 10.
Minimum Days for Parent/Teacher Conferences: October 15-17.
Middle School Dance: October 24.
- Jog-a-thon & Veterans Celebration: Scheduled for April 14, honoring Honor Flight veterans after coordinating an accessible date.

X. Discussion/Action

A. First Read and Consideration of Adoption of Board Policy 6022, Independent Study.

Motion was made to adopt Board Policy 6022, Independent Study.

Motion: Member Seitz

Second: Vice President Vinci

Carried: 5-0

B. Approved New Board Policy 4206, Use of Artificial Intelligence (AI) for Employees.

Motion: Member Seitz
Second: Vice President Vinci
Carried: 5-0

- C. Approved Annual Committee on Assignments Action Plan for the 2025-2026 School Year as required by Education Code section 44258.7(d).

Motion: Member Seitz
Second: Vice President Vinci
Carried: 5-0

- D. Approved Prop 28 Expenditure Plan for the 2024-2025 School Year.

Motion: Member Seitz
Second: Vice President Vinci
Carried: 5-0

- E. Discussed and Approved 2024-2025 Unaudited Actuals, including Resolution for adopting the revised "Gann Limit."

Motion: Member Seitz
Second: Member Ross
Carried: 5-0

- F. Discussed and Approved Rotary Membership not to exceed \$1,380.00.

Motion: Member Seitz
Second: Vice President Vinci
Carried: 5-0

- G. Information Only: Data Privacy Agreements Approved by Superintendent Pursuant to Delegation of Authority to Enter into California Student Data Privacy Agreements (CITE Approvals).

- H. Information Only: Purchase Orders Approved by the Superintendent Pursuant to Board Policy 3001, Expenditures and Purchases.

XI. Consent Calendar

- A. Business Reports:

1. Warrant Report (August)
2. Purchase Orders (August)
3. Revolving Fund (August)
4. General Fund (July)

- B. Approved Personnel Action Report; one-time stipends.

- C. Approved UCSD Superintendent Collaborative Network Registration not to exceed \$2,200.00.
- D. Approved Contract with Walsworth for 2025-2026 Yearbook not to exceed \$21,630.00.
- E. Approved SELF AB 218 Liability Funding Invoice - 3768312 not to exceed \$43,426.25.
- F. Approved Renewal Contract with Curriculum and Associates for iReady not to exceed \$19,332.50 for the 2025-2026 School Year.
- G. Approved Routine Maintenance Contract with 24 Hour Elevator for the 2025-2026 School Year not to exceed \$15,000.00 effective July 1, 2025 through June 30, 2026.
- H. Approved Updated Job Description for Athletic Assistant.
- I. Approved invoice from American Fidelity not to exceed \$1,409.15.
- J. Approved invoice for Imagine Learning not to exceed \$1,400.00.
- K. Approved MS-ISAC Subscription (Cybersecurity Layer) not to exceed \$995.00 effective August 19, 2025 through August 18, 2026.
- L. Approved JAMF Renewal not to exceed \$10,791.00 effective July 19, 2025 through July 18, 2026.
- M. Approved Invoice from Culver- Newlin not to exceed \$4,899.93 for 1st grade tables.
- N. Adopted Resolution 09.09.2025 Designating Negotiations with the Rancho Santa Fe Faculty Association.
- O. Approved Participation Agreement with California Schools VEBA for Employee Medical benefits, effective January 1, 2026 through December 31, 2026.
- P. Approved Maintenance Contract with BDJ Tech for installation of Performing Arts Sound system not to exceed \$703.88

Motion: Member Seitz
 Second: Vice President Vinci
 Carried: 5-0

XII. Personnel

Recommended Personnel Actions: Employment, Resignations, Retirement, Dismissals, Leaves of Absence, Change of Status:

- A. Approved the employment of Paul Silber in the position of Athletic Assistant at Step 1 of the Classified Salary Schedule, effective July 1, 2025.

Motion: Member Seitz
 Second: Clerk Butler
 Carried: 5-0

- B. Approved Employment of Ghada Griggs, Paraprofessional at Step 5 of the Classified Salary Schedule, effective September 8, 2025.

Motion: Member Seitz
 Second: Member Ross
 Carried: 5-0

- C. Approved Employment of Christine Andersen, Office Manager/Administrative Assistant at Step 7 of the Classified Salary Schedule, effective September 15, 2025.

Motion: Member Seitz
Second: Clerk Butler
Carried: 5-0

- D. Approved Employment of Marty Graham, Football Coach at Step 1 of the Athletic Stipend Schedule Class A, not to exceed \$ 2,350.00, effective September 9, 2025.

Motion: Member Ross
Second: Member Seitz
Carried: 5-0

- E. Approved Employment of Jaden Cantafio, Golf Coach at Step 1 of the Athletic Stipend Schedule Class B, not to exceed \$ 1,850.00, effective September 9, 2025.

Motion: Member Seitz
Second: Vice President Vinci
Carried: 5-0

- F. Approved Employment of James Dietler, Cross Country Coach at Step 4 of the Athletic Stipend Schedule Class A, not to exceed \$ 3,000.00, effective September 9, 2025.

Motion: Member Seitz
Second: Member Ross
Carried: 5-0

- G. Approved increase in hours for Ashley Albers, Occupational Therapist, from 18 hours to 24 hours per week, effective September 9, 2025.

Motion: Member Seitz
Second: Vice President Vinci
Carried: 5-0

XIII. Adjourned to Closed Session at 5:52 p.m.

- A. Conference with Legal Counsel Regarding Existing Litigation: OAH Case Number 2025080552 - Pursuant to Government Code Section 54956.9(d)(1).
B. Conference with Labor Negotiators - Agency Negotiators: Kim Pinkerton, Kendall Swanson, and Allison Oppeltz; Employee Organization: Rancho Santa Fe Faculty Association - Pursuant to Government Code Section 54957.6.
C. Superintendent's Evaluation – Pursuant to Government Code Section 54957.

XIV. Adjourned at 7:53 p.m.

Respectfully submitted,

Kim Pinkerton
Superintendent



Rancho Santa Fe School District

P.O. Box 809, Rancho Santa Fe, CA 92067 (858) 756-1141 Fax (858) 759-0912 <http://rsfschool.net>

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Clerk
Kate Butler

Member
Paul Seitz

Member
Annette Ross

Superintendent
Kim Pinkerton

Board of Trustees
Special Meeting
September 16, 2025
9:00 a.m. Open Session

MEMBERS PRESENT:

Mr. Jee Manghani, President
Mr. Kerry Vinci, Vice President
Ms. Kate Butler, Clerk
Ms. Annette Ross, Member
Mr. Paul Seitz, Member

I. Called To Order at 9:01 a.m.

II. Pledge of Allegiance

III. Public Comment

Katherine Zabloudil regarding campus safety and security.

IV. Adjourned to Closed Session at 9:04 a.m.

V. Closed Session

A. Conference with Legal Counsel Regarding Threat to Security of Public Buildings –
Pursuant to Government Code Section 54957(a)(1).

B. Public Employee Discipline/Dismissal/Release.

VI. Adjourned at 11:02 a.m.

Respectfully submitted,

Kim Pinkerton
Superintendent

Committee on Special Assignments Meeting
October 8, 2025 at 3:15 p.m.

Attendees:

- Kim Pinkerton Superintendent
- Lindsey Conley, MS Principal
- Amanda Valentine, Teacher
- Christi Walter, Teacher

Kim Pinkerton reviewed the purpose of today's meeting which was to determine whether Lindsey Conley, Tait Donelson, Spiri Bavelas and Emily Gajos are qualified and competent to teach the courses assigned for the 2025-2026 school year. Explained the two systems communicating together CALSSAS and CalPads and how course codes and credentialing work together.

Spiri Bavelas: Training/Course work through Project Lead the Way for the specific class she is teaching (Rocketry Applied Science)

Tait Donelson: Training/Course work through Project Lead the Way for the specific class he is teaching (Green Architecture)

Emily Gajos: Training/Course work through Project Lead the Way for the specific class she is teaching (Medical Detectives)

Jackie Mendez: Training/Course work through Project Lead the Way for the specific class she is teaching (Green Architecture)

Lindsey: Administrative Degree and Multiple Subject and Single Subject Credentials

The Committee voted as follows::

4-0 yes

Kim Pinkerton will meet with the above mentioned staff to go over the action plan proposed by the COA.

Joe Erpelding was not in attendance.

RANCHO SANTA FE SCHOOL DISTRICT

DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

School : R. Roger Rowe – Rancho Santa Fe School District

Date: October 8, 2025

Teacher Name: Spiri Bavelas

PeopleSoft EID#:

Approved Subject Area(s): Rocketry Applied Science.

My signature below confirms that I have consented to the above assignment(s) for the **2025-2026** school year:

Spiri Bavelas

Date

Action approved by board on (date): October 14, 2025

Signature

Kim Pinkerton

Print Name

Date

EC §44258.7(c)(d) Committee on Assignment (Elective Classes Only) - (c) A teacher employed on a full-time basis who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of his or her credential authorization may with his or her consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a committee on assignments. For purposes of this subdivision an "elective course" is a course other than English, mathematics, science, or social studies. The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators.

(d) Assignments approved by the committee on assignments shall be for a maximum of one school year but may be extended by action of the committee upon application by the school site administrator and the affected teacher. All initial assignments or extensions shall be approved prior to the assignment or extension. Districts making assignments under this subdivision shall submit a plan to the county superintendent of schools which shall include but need not be limited to, the following:

- (1) Statements signed by the district superintendent and the president or chairperson of the district governing board, approving the establishment of the committee.
- (2) Procedures/or selection of the committee membership.
- (3) Terms of office for committee members.
- (4) Criteria for determining teachers' qualifications/or these assignments

RANCHO SANTA FE SCHOOL DISTRICT

DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

School : R. Roger Rowe – Rancho Santa Fe School District

Date: October 14, 2025

Teacher Name:Tait Donelson

PeopleSoft EID#:

Approved Subject Area(s):Green Architecture

My signature below confirms that I have consented to the above assignment(s) for **the 2025-2026** school year:

Tait Donelson

Date

Action approved by board on (date): October 14, 2025

Signature

Kim Pinkerton

Print Name

Date

EC §44258.7(c)(d) Committee on Assignment (Elective Classes Only) - (c) A teacher employed on a full-time basis who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of his or her credential authorization may, with his or her consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a committee on assignments. For purposes of this subdivision an "elective course" is a course other than English, mathematics, science, or social studies. The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators.

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- (4) Criteria for determining teachers' qualifications/or these assignments.

RANCHO SANTA FE SCHOOL DISTRICT

DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

School : R. Roger Rowe – Rancho Santa Fe School District

Date: October 14, 2025

Teacher Name:Lindsey Conley

PeopleSoft EID#:

Approved Subject Area(s): **Athletic Director/PE Teacher**

My signature below confirms that I have consented to the above assignment(s) for **the 2025-2026** school year:

Lindsey Conley

Date

Action approved by board on (date): October 14, 2025

Signature

Kim Pinkerton

Print Name

Date

EC §44258.7(c)(d) Committee on Assignment (Elective Classes Only) - (c) A teacher employed on a full-time basis who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of his or her credential authorization may, with his or her consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a committee on assignments. For purposes of this subdivision an "elective course" is a course other than English, mathematics, science, or social studies. The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators.

(d) Assignments approved by the committee on assignments shall be for a maximum of one school year but may be extended by action of the committee upon application by the school site administrator and the affected teacher. All initial assignments or extensions shall be approved prior to the assignment or extension. Districts making assignments under this subdivision shall submit a plan to the county superintendent of schools which shall include, but need not be limited to, the following:

- (1) Statements signed by the district superintendent and the president or chairperson of the district governing board, approving the establishment of the committee.
- (2) Procedures/or selection of the committee membership.
- (3) Terms of office for committee members.
- (4) Criteria for determining teachers' qualifications/or these assignments

RANCHO SANTA FE SCHOOL DISTRICT

DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

School : R. Roger Rowe – Rancho Santa Fe School District

Date: October 14, 2025

Teacher Name: Emily Gajos

PeopleSoft EID#:

Approved Subject Area(s): Medical Detectives

My signature below confirms that I have consented to the above assignment(s) for **the 2025-2026** school year:

Emily Gajos

Date

Action approved by board on (date): October 14, 2025

Signature

Kim Pinkerton

Print Name

Date

EC §44258.7(c)(d) Committee on Assignment (Elective Classes Only) - (c) A teacher employed on a full-time basis who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of his or her credential authorization may, with his or her consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a committee on assignments. For purposes of this subdivision an "elective course" is a course other than English, mathematics, science, or social studies. The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators.

(d) Assignments approved by the committee on assignments shall be for a maximum of one school year but may be extended by action of the committee upon application by the school site administrator and the affected teacher. All initial assignments or extensions shall be approved prior to the assignment or extension. Districts making assignments under this subdivision shall submit a plan to the county superintendent of schools which shall include, but need not be limited to, the following:

- (1) Statements signed by the district superintendent and the president or chairperson of the district governing board, approving the establishment of the committee.
- (2) Procedures/or selection of the committee membership.
- (3) Terms of office for committee members.
- (4) Criteria for determining teachers' qualifications/or these assignments

RANCHO SANTA FE SCHOOL DISTRICT
DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

School : R. Roger Rowe – Rancho Santa Fe School District

Date: September 9, 2025

Teacher Name: Jackie Mendez

PeopleSoft EID#: 408697

Approved Subject Area(s): **Tech Exploration/Computer Technology/Green Architecture**

My signature below confirms that I have consented to the above assignment(s) for **the 2025-2026** school year:

Jackie Mendez

Date

Action approved by board on (date): September 9, 2025

Signature

Kim Pinkerton

Print Name

Date

EC §44258.7(c)(d) Committee on Assignment (Elective Classes Only) - (c) A teacher employed on a full-time basis who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of his or her credential authorization may, with his or her consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a committee on assignments. For purposes of this subdivision an "elective course" is a course other than English, mathematics, science, or social studies. The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators.

(d) Assignments approved by the committee on assignments shall be for a maximum of one school year but may be extended by action of the committee upon application by the school site administrator and the affected teacher. All initial assignments or extensions shall be approved prior to the assignment or extension. Districts making assignments under this subdivision shall submit a plan to the county superintendent of schools which shall include, but need not be limited to, the following:

- (1) Statements signed by the district superintendent and the president or chairperson of the district governing board, approving the establishment of the committee.
- (2) Procedures/or selection of the committee membership.
- (3) Terms of office for committee members.
- (4) Criteria for determining teachers' qualifications/or these assignments

**AMENDMENT TO THE AGREEMENT
BETWEEN THE RANCHO SANTA FE SCHOOL DISTRICT AND
THE RANCHO SANTA FE FACULTY ASSOCIATION**

October 14, 2025

(SETTLES ALL NEGOTIATIONS FOR 2024/2025)

The Parties hereby agree to amend the current Collective Bargaining Agreement between the Parties (July 1, 2022 – June 30, 2025), and to enter into a new, three-year Collective Bargaining Agreement (July 1, 2025 – June 30, 2028) as follows:

ARTICLE 1 **AGREEMENT**

No change except amend Article 1 to reflect a new Agreement with a term of July 1, 2025 – June 30, 2028. Amend Paragraph “C” as follows:

- C. This Agreement shall remain in full force and effect from the date of final ratification by both parties through and until June 30, 2028.

Update Articles 3 and 6 to add reference to limited re-opener negotiations in 2025-2026, 2026-2027, and 2027-2028.

The Parties agree that for the 2025-2026 and 2026-2027 school years, only, there shall be limited-reopener negotiations for Article 3 (Salaries and Benefits) and six (6) additional Articles of each party’s choice.

The Parties agree that this shall settle all re-opener negotiations for the 2024-2025 school year, and that the next limited re-openers shall be for the 2025-2026 school year.

ARTICLE 3 **SALARIES AND BENEFITS**

- A. No change to Paragraph A except increase the Salary Schedule by 4.25% to be effective July 1, 2024.

Any retroactive increase in salary is only for employees who are in paid status on the date that the Board ratifies a new Agreement between the Parties.

- B. No change to Paragraph B except reference that the benefits limits are applicable for current coverage for employee only under current health and vision (California Schools VEBA), dental, and life insurance policies.

- C. **SALARY SCHEDULE RULES**

Reclassification On The Salary Schedule

1. All teachers shall be placed in the appropriate classification (Column: BA+30, BA+ 45, MA, MA+30) at the time of initial employment.

2. Any subsequent reclassification(s) are based upon verified degree(s) and earned hours of formal education at an accredited institution of higher learning. Teachers are required to provide original and certified transcripts for proof of any degree(s) earned and any additional unit(s) earned. Units earned for progress from one column to another must be earned on the upper division or graduate level.

Effective July 1, 2025, the parties agree that for advancement before the MA column, all units must have been taken after the date of the bachelor's degree. For advancement after the MA column, all units must have been taken after the date of the master's degree.

All units must be from accredited institutions of higher learning. All units will be evaluated on a semester by semester unit basis. Special lower division units may be accepted if appropriate to obtaining a special credential. Hours referred to on the Salary Schedule refer to semester hours and not quarter hours. Quarter hours earned must then be adjusted. No credit shall be given for course work which is approximate duplication of work previously done, as determined by the Superintendent, unless absolutely required by the exigencies of California credentials, or for some justifiable reason, and approved by the Superintendent.

3. The burden of proof of training, experience, possession of credentials, and other required documents shall lie with the teacher.
4. Whenever a teacher wishes to transfer to a higher classification on the Salary Schedule, the teacher must obtain advance written approval from the Superintendent. Written approval from the Superintendent is **also** required before any transfer to a higher classification is finalized.

Application for transfer to a higher classification for the following school year shall be made in writing to the Superintendent by May 15. All transcripts of courses for advancement on the Salary Schedule for a school year must be in the Superintendent's office by August 31.

No additional changes to "Reclassification On The Salary Schedule."

New Paragraph D:

D. Longevity Stipend

Effective July 1, 2025, any teacher at Year 26 on the Certificated Salary Schedule shall be paid an annual longevity stipend in the amount of \$1,000, which shall be paid on prorated (tenths) basis. In the event an eligible teacher does not complete a full year of service, the longevity stipend shall be prorated based upon the actual period of service rendered during the year.

ARTICLE 8

EARLY RETIREMENT

- A. No change to Paragraph A except amend it as follows:

Any teacher who has worked full-time and continuously for the District at least fifteen (15) years, who is at least fifty-five (55) years old, who has a current placement on the Salary Schedule of at least Class V, Step 15, and who retires under the laws and regulations of the State Teachers Retirement System (STRS), shall be eligible for the following early retirement benefits as long as the teacher submits a voluntary retirement letter to the Superintendent no later than March 15:

ARTICLE 9

PERSONAL NECESSITY LEAVE – EDUCATION CODE SECTION 44981 (REPLACES PERSONAL BUSINESS LEAVE)

No change except update Paragraph E to increase the number of “personal business” days from two (2) to three (3) days each school year.

NEW ARTICLE 9C

CATASTROPHIC LEAVE

- A. Upon written request, the Superintendent or designee may authorize an employee to donate accrued sick leave to another employee pursuant to Education Code section 44043.5 when that employee or that employee’s family member suffers from a catastrophic illness or injury. Each request will be considered on a case-by-case basis, considering both the circumstances of the employee and any operational constraints of the District. The donation and receipt of such sick leave are subject to the following conditions:
1. “Catastrophic illness” or “injury” means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.
 2. “Extended period of time” is defined to mean more than ten (10) consecutive workdays.
 3. “Family member” is defined to mean the employee’s spouse, domestic partner, parents, parents-in-law, siblings, and children.
- B. The employee who is, or whose family member is, suffering from a catastrophic illness or injury and who is requesting that sick leave be donated must do all of the following:
1. Submit a written request to the Superintendent that eligible sick leave be donated. The request must be submitted at least ten (10) days before the employee wishes to use the donated leave.

2. Provide written verification of the catastrophic injury or illness by a licensed physician to include the anticipated length.
 3. Exhaust all of the employee's own accrued sick leave and extended sick leave (if applicable), and use all sick leave that the employee continues to accrue on a monthly basis before receiving sick leave that is donated pursuant to this Article.
- C. An employee who chooses to donate sick leave must do all of the following:
1. Execute a District issued Sick Leave Donation Agreement acknowledging that the employee understands and agrees that all donations of sick leave pursuant to this Article are irrevocable and binding.
 2. Donate a minimum of one (1) accrued sick leave day (partial days are not permitted). No donation may result in the employee having less than ten (10) accrued sick leave days.
- D. Although more than one employee in the bargaining unit may donate sick leave to the requesting employee, the cumulative maximum number of sick leave days the requesting employee may receive is sixty (60) per school year, and the maximum number of sick leave days donated by any employee shall be ten (10) per school year.
- E. The Superintendent or designee will determine whether an employee is eligible to receive or donate sick leave pursuant to this Article. Prior to making this determination, the Superintendent shall consult with President of the Faculty Association to receive input on this decision. The Superintendent's decision is final and not subject to review or appeal through the Grievance Procedure.

The new updated Salary Schedule, effective July 1, 2024, is attached hereto as Attachment 1.



On Behalf of the Faculty Association / Date

On Behalf of the District / Date

Date ratified by the Governing Board: _____

ATTACHMENT 1

Rancho Santa Fe School District
Certificated Salary Schedule 2024-25
Effective Date: July 1, 2024 (4.25%)

Year	BA +30 3	BA +45 4	MA 5	MA +30 6	Year
1	\$65,365	\$71,380	\$73,491	\$77,974	1
2	\$68,306	\$73,878	\$76,819	\$81,303	2
3	\$71,380	\$76,464	\$80,147	\$84,631	3
4	\$74,592	\$79,140	\$83,474	\$87,959	4
5	\$77,949	\$82,319	\$86,803	\$91,286	5
6	\$81,456	\$85,646	\$90,131	\$94,615	6
7	\$85,122	\$89,193	\$93,459	\$97,944	7
8	\$88,952	\$92,304	\$96,788	\$101,271	8
9	\$92,955	\$95,631	\$100,116	\$104,599	9
10	\$94,531	\$98,959	\$103,444	\$107,928	10
11	\$94,531	\$102,288	\$106,771	\$111,256	11
12	\$94,531	\$104,003	\$110,100	\$114,583	12
13	\$94,531	\$104,003	\$110,100	\$114,583	13
14	\$94,531	\$104,003	\$110,100	\$123,239	14
15	\$94,531	\$104,003	\$118,666	\$123,239	15
16	\$94,531	\$104,003	\$118,666	\$123,239	16
17	\$94,531	\$104,003	\$118,666	\$126,633	17
18	\$94,531	\$104,003	\$122,062	\$126,633	18
19	\$94,531	\$104,003	\$122,062	\$126,633	19
20	\$97,769	\$106,376	\$122,062	\$130,029	20
21	\$97,769	\$106,376	\$125,456	\$130,029	21
22	\$97,769	\$106,376	\$125,456	\$130,029	22
23	\$97,769	\$106,376	\$125,456	\$133,423	23
24	\$97,769	\$106,376	\$128,850	\$133,423	24
25	\$97,769	\$106,376	\$128,850	\$133,423	25
26	\$97,769	\$107,860	\$131,200	\$139,722	26
27	\$97,769	\$107,860	\$131,200	\$139,722	27
28	\$97,769	\$107,860	\$131,200	\$139,722	28
29	\$97,769	\$107,860	\$131,200	\$139,722	29
30	\$97,769	\$107,860	\$131,200	\$139,722	30

Board Date of Approval: _____

**AGREEMENT
FOR 2025/2026 THROUGH 2027/2028
BETWEEN THE
RANCHO SANTA FE SCHOOL DISTRICT
AND THE
RANCHO SANTA FE FACULTY ASSOCIATION**

ARTICLE 1 AGREEMENT

- A. The Articles and provisions herein constitute a bilateral and binding Agreement between the Governing Board of the Rancho Santa Fe School District (hereinafter, "District") and the Rancho Santa Fe Faculty Association (hereinafter, "Association").
- B. This Agreement is entered into pursuant to the Educational Employment Relations Act (hereinafter, "EERA") at Government Code sections 3540-3549.3.
- C. This Agreement shall remain in full force and effect from the date of final ratification by both parties through and until June 30, 2028.
- D. If there is a change in state or federal law after the ratification of this Agreement which results in a direct and irreconcilable conflict with any specific and express term of this Agreement, either party may request to negotiate over the affected specific and express term.

ARTICLE 2 RECOGNITION

- A. The District recognizes the Association as the exclusive bargaining representative for the purposes of the EERA.
- B. The bargaining unit represented by the Association shall include all full-time and part-time probationary and permanent certificated employees of the District, except that all full-time or part-time management, supervisory, confidential and classified employees shall be excluded from the bargaining unit, and all substitute and temporary certificated employees shall be excluded from the bargaining unit.

ARTICLE 3 SALARIES AND BENEFITS

- A. The increase on the Salary Schedule for each and every school year of these three years is contingent upon no adverse change in current law and/or the implementation of current law governing basic aid funding concept including property tax to the District. An adverse change is any change which would mean less income to the District than under current law and current practice. If, at any time after the ratification of this Agreement, there should be any adverse change in current law and/or the implementation of current law governing basic aid funding concept including property tax for the District, the District may terminate at its discretion any increase in the salary schedule for any school year provided by this provision on Salaries. If the District should determine to terminate any increase in the

 _____

salary schedule for any school year provided by this provision, the Association may seek to negotiate any increase in the salary schedule for that school year. Any such negotiations shall commence within thirty (30) days after receipt of an initial proposal from the Association.

The increase on the salary schedule for each and every school year of these three years also is contingent upon no loss in assessed valuation of the District and/or no loss in assessed valuation per pupil of the District. If, at any time after the ratification of this Agreement, there should be a loss in assessed valuation of the District and/or a loss in assessed valuation per pupil of the District, the District may terminate at its discretion any increase in the salary schedule for any school year provided by this provision on Salaries. If the District should determine to terminate any increase in the salary schedule for any school year provided by this provision, the Association may seek to negotiate any increase in the salary schedule for that school year. Any such negotiations shall commence within thirty (30) days after receipt of an initial proposal from the Association.

- B. The District will contribute up to a maximum of \$1,050 per full-time employee per month (\$12,600 annually) for current coverage for employee only under current health (VEBA), vision (VEBA), dental, and life insurance policies. If an eligible employee chooses the available HMO coverage any savings from not choosing the other available plan may be used by the employee to pay part of the costs for vision, dental or spousal coverage.

Any increase in Health Benefits during this Agreement is subject to limited re-opener negotiations.

If in any month the costs exceed the specific maximum contribution by the District, the amount over the specific maximum contribution will be deducted from the paychecks of employees.

If in any month the costs exceed the specific maximum contribution by the District by more than ten (10) percent, the Association may decide to negotiate over different coverage and/or carriers.

The amount of term life insurance made available to employees shall continue to be \$100,000.

C. SALARY SCHEDULE RULES:

Initial Placement On The Salary Schedule:

1. Initial placement on the Salary Schedule is based upon any year(s) of credited outside teaching experience and verified degrees(s) and earned hours of formal education at an accredited institution of higher learning.
2. Commencing July 1, 2023 (and with no retroactivity) all teachers new to the District shall receive credit with regard to step placement on the Salary Schedule for outside



teaching experience up to a maximum of eight (8) years. A year of outside teaching experience shall be given only if the teacher actually worked full time for at least seventy-five percent (75%) of the assigned full time school year, and such outside teaching experience was in a public school district which requires a credential.

A maximum of one year of outside teaching experience shall be given if the teacher actually worked full time for at least seventy-five percent (75%) of the assigned full time school year in a private or parochial school where the teacher possessed a regular public school teaching credential.

No credit for outside teaching experience shall be given for substitute teaching.


3. Degrees must be earned from accredited institutions of higher learning. Teachers are required to provide original and certified transcripts for proof of any degree(s) earned and any additional unit(s) earned.
4. Units earned for initial placement must be earned on the upper division or graduate level and must have been taken after the date of the bachelor's degree. All units must be from accredited institutions of higher learning, and acceptable by a university in the University of California system for advancement towards a Masters Degree. All units will be evaluated on a semester unit basis. Special lower division units may be accepted if appropriate to obtaining a special credential. Hours referred to on the Salary Schedule refer to semester hours and not quarter hours. Quarter hours earned must then be adjusted. No credit shall be given for course work which is approximate duplication of work previously done, unless absolutely required by the exigencies of California credentials, or for some justifiable reason, and approved by the Superintendent.

Reclassification On The Salary Schedule:

1. All teachers shall be placed in the appropriate classification (Column: AB+30, AB+45, MA, MA+30) at the time of initial employment.
2. Any subsequent reclassification(s) are based upon verified degrees(s) and earned hours of formal education at an accredited institution of higher learning. Teachers are required to provide original and certified transcripts for proof of any degree(s) earned and any additional unit(s) earned. Units earned for progress from one column to another must be earned on the upper division or graduate level.

Effective July 1, 2025, for advancement before the MA column, all units must have been taken after the date of the bachelor's degree. For advancement after the MA column, all units must have been taken after the date of the master's degree.

All units must be from accredited institutions of higher learning. All units will be evaluated on a semester unit basis. Special lower division units may be accepted if appropriate to obtaining a special credential. Hours referred to on the Salary



Schedule refer to semester hours and not quarter hours. Quarter hours earned must then be adjusted. No credit shall be given for course work which is approximate duplication of work previously done, as determined by the Superintendent, unless absolutely required by the exigencies of California credentials, or for some justifiable reason, and approved by the Superintendent.

3. The burden of proof of training, experience, possession of credentials, and other required documents shall lie with the teacher.
4. Whenever a teacher wishes to transfer to a higher classification on the Salary Schedule, the teacher must obtain advance written approval from the Superintendent. Written approval from the Superintendent is also required before any transfer to a higher classification is finalized.

Application for transfer to a higher classification for the following school year shall be made in writing to the Superintendent by May 15. All transcripts of courses for advancement on the Salary Schedule for a school year must be in the Superintendent's office by August 31.

Any request for approval of a course for transfer to a higher classification must include necessary information for basing a decision, including: name of course(s); catalog description; name of college or university; type of instruction (extension or residence); level of instruction (lower division, under graduate, graduate, post graduate); and an explanation of the reasons; advancement expected and documentation.

Step Advancement On The Salary Schedule:

1. After initial employment, a teacher may advance one step on the Salary Schedule for each year of teaching experience in the District but only if the teacher actually worked full time for at least seventy-five percent (75%) of the assigned full time school year.

D. LONGEVITY STIPEND:

Effective July 1, 2025, any teacher at Year 26 on the Certificated Salary Schedule shall be paid an annual longevity stipend in the amount of \$1,000, which shall be paid on prorated (tenths) basis. In the event an eligible teacher does not complete a full year of service, the longevity stipend shall be prorated based upon the actual period of service rendered during the year.

ARTICLE 4 ASSOCIATION RIGHTS

- A. The Association shall have the reasonable access to employee mailboxes consistent with applicable law. The Association is responsible for the content of all its materials. All Association materials must be signed by the Association official who prepared the



material, and must be dated. At least one copy of Association materials to be placed in employee mailboxes shall be provided to the Superintendent by the President of The Association.

- B. The Association shall have the right to put notices of activities and matters of Association concern on a bulletin board adjacent to employee mailboxes. All Association materials must be signed by the Association official who prepared the material, and must be dated. The Association is responsible for the content of all its information posted on the bulletin board.
- C. Authorized Association representatives conducting Association business may meet with unit members on District property only during times when the unit members are not required to perform assigned duties.
- D. The District agrees to provide information to the Association upon written request which is necessary and relevant to negotiations, grievance processing and/or Association business related to enforcement of this Agreement pursuant to this provision. The Association shall make all such requests in writing to the Superintendent or designee indicating the specific information needed and the reasons such information is needed. The Superintendent or designee will respond with reasons why the information will not be provided (e.g., burdensome, confidential records, legal privilege and non-availability) or provide the requested information in a timely fashion.
- E. The Association shall have the reasonable use of District facilities at reasonable times outside of regular working hours for the purpose of meetings concerning negotiations, grievance processing and/or Association business related to activities pursuant to its responsibilities under the EERA.
- F. All negotiating meetings shall be scheduled by mutual agreement between the parties. Two negotiators for the Association shall be granted released time without loss of compensation for the time of actual negotiating meetings with negotiators for the District for every negotiating meeting. The Association, with the prior agreement of the Superintendent, may purchase additional released time for up to two additional negotiators for the Association.
- G. GRIEVANCE PROCEDURE:
 - 1. DEFINITIONS
 - a. A "grievance" is a claim by one (1) or more unit members or the Association that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement which personally and adversely affects the unit member(s). Actions to challenge or change the policies of the District as set forth in Board Policies or procedures adopted by the Superintendent or his/her designee must be undertaken under separate legal processes. A grievance does not include discipline,



reprimands, warnings, admonitions, or the contents of performance evaluations.

- b. A "grievant" shall mean a bargaining unit member covered by this Agreement filing a grievance, or the Association grieving the alleged violation of an Association right provided for in this Agreement. In a case of multiple grievance claims on the same issue, the District and the Association may mutually agree to process on the first written grievance filed, and the decision rendered shall be applicable to all claims on the same issue, arising from the same set of circumstances.
- c. A "representative" shall mean any one Association representative selected by the grievant to assist the employee in presenting and processing the claimant's grievance, except as limited in the Informal Level of this Procedure. An immediate Administrator with whom a grievance is filed may also choose a representative in processing grievances, except as limited in the Informal Level. A grievant shall have the right to Association representation at any Formal Level of this procedure.
- d. "Association" shall mean the Faculty Association which has been recognized by the Board of Trustees as the exclusive representative for the unit of employees covered by this Agreement.
- e. "Day" shall mean any day in which the bargaining unit member is required to render service.
- f. "Immediate Administrator" shall be the lowest level administrator who has the authority to resolve the grievance and grant the remedy sought.
- g. A "District Grievance Form" shall mean a District-provided form, completed in writing by the bargaining unit member within fifteen (15) days of the occurrence or within fifteen (15) days of when the member could reasonably have known of the occurrence, act, or omission giving rise to the grievance.
- h. "Mediator" shall mean a member of the California State Conciliation Service, or any other individual mutually acceptable to the Association and the District, who shall work informally with the parties in an attempt to facilitate a bilaterally acceptable resolution.

2. PURPOSE

The purpose of the Procedure is to attempt to secure equitable solutions to grievances. All parties agree that these proceedings will be kept confidential, and



that the grievant and immediate Administrator should attempt to resolve the grievance at the Informal Level.

3. INFORMAL PROCEDURE

An attempt may be made to resolve the grievance by an informal conference between the unit member, if the unit member desires to be present, and an Association representative, if the unit member so desires such representation, and the immediate Administrator.

4. FORMAL PROCEDURE - Level I

Within fifteen (15) days of the occurrence, or within (15) days of when the employee could reasonably have known of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing on a District-provided form to the immediate Administrator. The grievant shall provide, on the District form, a clear and concise statement of the grievance, identifying the specific provision(s) of this agreement alleged to have been violated, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.

The immediate Administrator shall communicate a decision to the grievant in writing within ten (10) days after receiving the grievance, or ten (10) days after the informal procedure. If the Administrator does not respond within the time limits, the grievant may appeal to the next level. Within the foregoing time limits, either party may request a personal conference to discuss the grievance. Either the grievant or the immediate Administrator may have a representative present at such a conference.

5. MEDIATION PROCEDURE - Level II

In the event that the Association is not satisfied with the decision at Level I, within ten (10) days thereafter, it may request the informal assistance of a mediator by submitting a written request for such assistance to the Superintendent. Said request shall be honored by the District. The mediator shall not have the authority to make a written or public recommendation regarding the grievance resolution. Rather, the mediator shall meet with the parties informally in an attempt to help them work out their differences. If the mediator is unsuccessful, the grievance may move to Level III, as provided herein.

6. FORMAL PROCEDURE - Level III

In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a District-provided form to the Superintendent, or his/her designee, within ten (10) days. This written appeal statement should include a copy of the original grievance, the decision rendered at

previous levels I and II, and a clear, concise statement of the reasons for the appeal.

The Superintendent shall communicate a decision within ten (10) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the foregoing limits to discuss the grievance. Either party may have a representative present at such a conference. If the Superintendent, or his/her designee, does not respond within the time limits, the grievant may appeal to the next level. In the event that the grievant is not satisfied with the decision of Level III, the grievant may appeal the decision in writing to the Board of Trustees within ten (10) days. This written appeal statement should include a copy of the original grievance, the decisions rendered at previous levels, and a clear, concise statement of the reasons for the appeal. The Board shall conduct such review, hearings, and investigations, as it deems necessary for the grievance appeal and shall render a final decision on the matter within thirty (30) days of receipt of the appeal from Level II.

7. MISCELLANEOUS

- a. No grievance shall be processed through the Grievance Procedure by any grievant who pursues any other available legal remedy with an agency or judicial body that accepts jurisdiction, unless agreed to by the District. If such an agency or judicial body does not accept jurisdiction, the time limit for filing a grievance begins on the date of receipt of notification of rejected jurisdiction.
- b. No grievant shall use the Grievance Procedure to appeal any decision of the District or its representative if such decision is pursuant to any order of, or consent agreement with, any state or federal court, regulatory commission, or agency.
- c. If the grievant introduces new evidence at any level in the Grievance Procedure, the District may require that the grievance be returned to the prior level.
- d. Until final disposition of the grievance takes place, the grievant is required to conform to the original direction of the Superintendent or designee.
- e. Time limits provided for at each level shall begin the day following the occurrence of the act or omission, the receipt of the grievance or appeal of written decision, etc. Time limits may be extended or shortened only by mutual agreement in writing.
- f. Failure of a grievant to adhere to the submission deadlines shall mean that the grievant is satisfied with the latest decision and waives any right to further



appeal, however, nothing prevents the parties from extending the dates by mutual agreement.

- g. When a grievance has been filed by an employee, the grievant may terminate the grievance at any time by giving written notice to the District. Failure to comply with time limits, to attend scheduled meetings to discuss or hear the grievance without due cause, or to provide requested information at the grievant's disposal relating to the subject matter of the grievance shall be deemed a termination of the grievance by the employee.

H. New Employee Orientations (Government Code §§ 3555-3559)

1. The District shall provide the Association with access to scheduled group orientation meetings for new employees and shall provide the Association President at least 10 days' advance notice of a group orientation meetings, except that shorter notice may be provided when there is an urgent need critical to the District's operations that was not reasonably foreseeable.
2. If the District determines to conduct group orientation meetings for new employees, they shall be scheduled at the discretion of the District and shall be scheduled outside the regular workday of certificated employees.
3. The Association shall be granted fifteen (15) minutes of uninterrupted time at the end of a group orientation meeting to communicate with new employees hired to fill bargaining unit positions. Non-bargaining unit District employees or managers/supervisors shall not be present during this fifteen (15) minute time period. New employees may elect not to attend the presentation with the Association.

I. Employee Contact Information (Government Code §§ 3555-3559)

1. The District shall provide the Association with the following information in electronic editable format for all newly hired employees within 30 days of the date of hire, and shall provide the Association with this same information for all teachers in the bargaining unit twice annually on September 30 and February 28:
 - a. Name
 - b. Job Title/Classification
 - c. Department
 - d. Work location/site
 - e. Work telephone number
 - f. Home address
 - g. Home phone number on file with the District
 - h. Personal mobile telephone number on file with the District
 - i. Personal email address on file with the District



2. The District will not disclose the personal contact information (items f. through i. above) of any teacher who has elected in writing not to have their personal contact information shared with the Association.

ARTICLE 5 DISTRICT RIGHTS

- A. It is understood and agreed that the District retains all of its powers and authority to direct, manage and control its operations to the full extent of the law except as specified in other provisions of this Agreement. Included in but not limited to those duties and powers are the exclusive rights to: determine the times and hours of operation including instructional times, determine the kinds and levels of services to be provided, and the methods and means of providing them, establish its educational policies, goals and objectives, establish minimum and maximum class sizes, insure the rights and educational opportunities of students, determine staffing patterns, determine assignments and reassignments, determine job descriptions, determine classifications and reclassifications; determine the number and kinds of personnel and select them, maintain the efficiency of District operations, determine the curriculum, build, move or modify facilities, establish budget procedures and determine budgetary allocation, determine and assign extra-duties and extra-curricular assignments, determine the methods of raising revenue, and contract out work to non-employees or employees outside the bargaining unit. The District retains the right to establish and modify the instructional calendar for students and the work calendar for employees as long as there is no increase in the number of required work days. The District retains the right to schedule, reschedule and cancel any and all classes and instructional programs and activities. The District also retains the right to hire, classify, assign, transfer, evaluate, promote, lay off, terminate and discipline employees; and to establish and modify rules of conduct for employees. In addition, the District retains the right to determine the impacts and effects of any action taken under this Article, or other provisions of this Agreement, except as specified in this Agreement.
- B. The exercise of these powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the terms of this Agreement.
- C. The District may suspend temporarily any provision in this Agreement in case of emergency for the duration of an emergency only when such temporary suspension is necessary. An emergency shall include national, state or local declared emergencies and natural disasters such as earthquake, fire or flood.



ARTICLE 6 **NEGOTIATION PROCEDURES**

- A. The Association and the District agree that any Article of this Agreement including Article 3 covering Salaries and Benefits may be reopened at any time by mutual agreement. There shall be the following limited re-opener negotiations during this Agreement:
1. 2025-26: Article 3 (Salary Schedule and Benefits) and six (6) additional Articles of each party's choice.
 2. 2026-27: Article 3 (Salary Schedule and Benefits) and six (6) additional Articles of each party's choice.
 3. 2027-28: Article 3 (Salary Schedule and Benefits) and three (3) additional Articles of each party's choice.

ARTICLE 7 **HOURS OF EMPLOYMENT**

- A. The workday for full-time teachers shall be seven (7) hours and forty-five (45) minutes, except on days of student study team or staff meetings. A teacher, with prior notice to the Superintendent or designee, may arrive at work fifteen (15) minutes early and depart early at the end of the work day after completion of the required length of the instructional day. This "early" option may not be utilized by a teacher to miss staff meetings, IEP's, parent conferences, or any other professional duty that would compromise the instructional day for pupils. Employees who utilize this "early" option will notify the school office of their arrival and departure times.
- B. A teacher, with prior written permission of the Superintendent, may work a full day in the summer to prepare the teacher's classroom for the school year, and receive a compensatory day off in exchange to be selected by the teacher and mutually agreed to by the Superintendent and the teacher. The compensatory day off will not be scheduled so as to allow the teacher to be absent on a "critical" instructional day as determined by the Superintendent, to extend a holiday weekend, to be absent from inservice training, to be absent from an IEP meeting or conference, to be absent from any meeting scheduled by the Superintendent or to engage in any concerted activity against the District.

ARTICLE 8 **EARLY RETIREMENT**

- A. Any teacher who has worked full-time and continuously for the District at least fifteen (15) years, who is at least fifty-five (55) years old, who has a current placement on the Salary Schedule of at least Class V, Step 15, and who retires under the laws and regulations of the State Teachers Retirement System (STRS), shall be eligible for the following early retirement benefits as long as the teacher submits a voluntary retirement letter to the Superintendent no later than March 15:

Continued paid employee only medical benefits and paid dental benefits by the District on behalf of the teacher, as if the teacher remained in paid status, until the teacher reaches age



65. This provision does not guarantee the continuance of any specific contribution by the District, and it does not guarantee the continuance of any specific medical benefits plan or dental benefits plan by the District, but it does guarantee payments of premiums by the District for whatever medical benefits plan and dental benefits plan may be provided by the District to certificated employees of the District. The retired teacher may continue to pay for any coverage for the teacher's spouse as long as the retired teacher makes regular and timely payments for the excess costs.

- B. The District, within its discretion, may agree to an individual consultancy contract with any retired teacher as long as such consultancy contract is not in conflict with provisions of the Education Code.

ARTICLE 9 LEAVES

A. PERSONAL NECESSITY AND PERSONAL BUSINESS LEAVE:

1. Certificated employees are credited with ten (10) days of sick leave at the beginning of each school year. A certificated employee may use accumulated sick leave in case of personal necessity up to a maximum of eight (8) days per school year.
2. For purposes of this provision, "personal necessity" is defined as:
 - a. Death or serious illness of a member of the employee's immediate family;
 - b. Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family;
 - c. Religious observance; or
 - d. An emergency requiring prompt response, which response cannot reasonably be made by anyone other than the employee and cannot be made at any time other than during the employee's working hours.
3. For purposes of this provision, "personal necessity" shall not include:
 - a. Pursuit of business, financial, or economic interests of the employee;
 - b. Vacation or other recreational pursuits;
 - c. Social events.
4. For purposes of this provision, "members of the immediate family" means the mother, father, grandmother, grandfather, or a grandchild of the employee or the spouse of an employee, and the spouse, son, son-in-law, daughter, daughter-in-law, mother-in-law, father-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.



5. A teacher may use three (3) days of accumulated sick leave each school year for the purpose of "personal business." For purposes of this provision, "personal business" does not include vacation, holidays or recreational pursuits. It does include important family events such as graduations and weddings. A teacher shall not take such personal business leave to be absent on a "critical" instructional day as determined by the Superintendent, to extend a holiday weekend, to be absent from inservice training, to be absent from an IEP meeting or conference, to be absent from any meeting scheduled by the Superintendent or to engage in any concerted activity against the District. The employee must give at least seventy-two (72) hours prior notice to the Superintendent and must clearly describe the specific purpose of the requested absence. The Superintendent must grant the personal business day unless to do so would violate this provision or cause harm to the educational program.

B. PARENTAL LEAVE:

1. During each school year, a certificated employee may use his or her sick leave for purposes of parental leave for a period of up to 12 workweeks.
2. When an employee has exhausted all sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of parental leave pursuant to Section 12945.2 of the Government Code, the amount deducted from the salary due to him or her for any of the remaining portion of the 12-workweek period in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to a substitute had he or she been employed.
3. For purposes of this provision the 12-workweek period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental leave.
4. An employee shall not be provided more than one 12-week period for parental leave during any 12-month period.
5. The minimum duration of this parental leave shall be two-week time periods, however, the District shall grant a request for parental leave of less than two weeks' duration on at least two occasions.
6. Parental leave taken pursuant to Education Code section 44977.5 shall run concurrently with parental leave taken pursuant to Government Code section 12945.2 of the Government Code. The aggregate amount of parental leave taken pursuant to Education Code section 44977.5 and Government Code section 12945.2 shall not exceed 12 workweeks in a 12-month period.



7. For purposes of this provision, “parental leave” means leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.
8. The 12 workweeks of parental leave provided for under this Article must be taken within 12 months of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

C. SICK LEAVE:

1. Consistent with Education Code section 44978, every certificated employee employed five days a week by a school district shall be entitled to 10 days’ leave of absence for illness or injury, exclusive of all days he or she is not required to render service to the District, with full pay for a school year of service. A certificated employee employed for less than five schooldays a week shall be entitled, for a school year of service, to that proportion of 10 days’ leave of absence for illness or injury as the number of days he or she is employed per week bears to five.
2. Consistent with Labor Code section 246, the first three days of sick leave that a certificated employee uses in the school year must be taken in minimum increments of two hours. The remainder of a certificated employee’s sick leave in the school year must be taken in minimum increments of a half day of school. For purposes of this provision, “half day of school” shall mean either the first half or second half of the school day.

D. CATASTROPHIC LEAVE:

1. Upon written request, the Superintendent or designee may authorize an employee to donate accrued sick leave to another employee pursuant to Education Code section 44043.5 when that employee or that employee’s family member suffers from a catastrophic illness or injury. Each request will be considered on a case-by-case basis, considering both the circumstances of the employee and any operational constraints of the District. The donation and receipt of such sick leave are subject to the following conditions:
 - a. “Catastrophic illness” or “injury” means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee’s family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.
 - b. “Extended period of time” is defined to mean more than ten (10) consecutive workdays.



- c. "Family member" is defined to mean the employee's spouse, domestic partner, parents, parents-in-law, siblings, and children.
- 2. The employee who is, or whose family member is, suffering from a catastrophic illness or injury and who is requesting that sick leave be donated must do all of the following:
 - a. Submit a written request to the Superintendent that eligible sick leave be donated. The request must be submitted at least ten (10) days before the employee wishes to use the donated leave.
 - b. Provide written verification of the catastrophic injury or illness by a licensed physician to include the anticipated length.
 - c. Exhaust all of the employee's own accrued sick leave and extended sick leave (if applicable), and use all sick leave that the employee continues to accrue on a monthly basis before receiving sick leave that is donated pursuant to this Article.
- 3. An employee who chooses to donate sick leave must do all of the following:
 - a. Execute a District issued Sick Leave Donation Agreement acknowledging that the employee understands and agrees that all donations of sick leave pursuant to this Article are irrevocable and binding.
 - b. Donate a minimum of one (1) accrued sick leave day (partial days are not permitted). No donation may result in the employee having less than ten (10) accrued sick leave days.
- 4. Although more than one employee in the bargaining unit may donate sick leave to the requesting employee, the cumulative maximum number of sick leave days the requesting employee may receive is sixty (60) per school year, and the maximum number of sick leave days donated by any employee shall be ten (10) per school year.
- 4. The Superintendent or designee will determine whether an employee is eligible to receive or donate sick leave pursuant to this Article. Prior to making this determination, the Superintendent shall consult with President of the Faculty Association to receive input on this decision. The Superintendent's decision is final and not subject to review or appeal through the Grievance Procedure.




ARTICLE 10 EVALUATION PROCEDURES

- A. Each certificated employee shall be evaluated to determine whether such employee is meeting the job responsibilities defined in the applicable job description, and/or defined in other actions by the Board and applicable law. Such evaluation shall assess the competency of each certificated employee with regard to the fulfillment of the employee's job responsibilities. Evaluations shall include evaluation of certificated employees using the California Standards for the Teaching Profession developed by the California Commission on Teacher Credentialing and the requirements contained in Education Code section 44660 *et seq.*
- B. Each school year the assigned evaluator and the certificated employee should meet to discuss specific objectives for the school year. The assigned evaluator shall be a certificated administrator. The evaluator shall determine such specific objectives after review of input from appropriate sources including the evaluatee. The formal evaluation finalized pursuant to this Article should reference such specific objectives in addition to the evaluatee's other job responsibilities.

The formal evaluation process should normally include formal and informal observation(s) conducted by the assigned evaluator. The assigned evaluator may consider input or information from others but should verify the accuracy of such input or information with the evaluatee before including any reference to it in a formal evaluation.

- C. Any formal evaluation made pursuant to this Article shall be reduced in writing and a copy given to the evaluatee thirty (30) days before the last school day scheduled on the calendar, or in the case of any such employee employed on a twelve-month basis, no later than June 30 of the year in which the formal evaluation is made.
- D. Each evaluatee shall have the right to initiate a written response to the formal evaluation finalized pursuant to this Article. This written response shall be placed in the permanent personnel file of the evaluatee.
- E. Each evaluatee shall be granted a meeting with the evaluator to discuss the formal evaluation. This meeting shall be scheduled before the last school day scheduled on the school calendar, or in the case of any such employee employed on a twelve-month basis, before July 30.
- F. Each probationary certificated employee shall be evaluated at least once each school year. Each permanent certificated employee shall be evaluated at least every other school year. On a case-by-case basis, the District and a permanent certificated employee employed at least ten years, who is highly qualified as defined in 20 U.S.C. section 7801, and whose previous evaluation rated the employee as meeting or exceeding standards, may mutually agree to the performance of an evaluation every five years. If such agreement occurs, either the employee or the Superintendent may withdraw from such agreement at any time.
- G. The job performance of certificated employees may be observed and assessed at any time.



In cases of serious concerns regarding job performance, an evaluator also may conduct evaluations of job performance in an evaluation procedure other than the one described in this Article.

ARTICLE 11 WORKPLACE SAFETY

- A. The District shall comply with the mandatory legal requirements for school safety applicable to California public school districts.
- B. Unit members shall report any potentially unsafe or hazardous conditions to their immediate supervisor as soon as they are known. Upon notification of any potentially unsafe or hazardous conditions, the District will address the report as required under the law.
- C. In the event the Association has a concern regarding whether the District is complying with Paragraph A, above, it shall submit such concern(s) in writing to the Superintendent as soon as possible. Upon receipt, the Superintendent shall meet with the Association as soon as possible, but in no event later than the next school day after the concern is submitted in writing to the Superintendent.
- D. The Association shall have the right to annually appoint two (2) unit members to assist with the annual review required under Education Code section 32286(a) of the District's Comprehensive School Safety Plan. The Association shall notify the Superintendent of its appointment selections on or before September 1. In the event the Association does not notify the District of its appointment selections, the District may select unit members to assist with the annual review of the District's Comprehensive School Safety Plan.

ARTICLE 12 COMPLETION OF AGREEMENT AND ZIPPER PROVISION

- A. The District and the Association agree that the terms of this Agreement in negotiations for 2025-2026 through 2027-2028 shall represent the full and complete understanding and commitment between the parties for those three school years with no exception.
- B. The District and the Association mutually agree that the terms of this Agreement in negotiations shall be in full settlement of all issues and/or subjects which were, could have been, or may be the subject of negotiating for 2025-2026, 2026-2027 and 2027-2028. The District has the right to act on any matter in those three school years as long as it does not violate the terms of this Agreement.
- C. The Association hereby clearly and unequivocally waives its right to meet and negotiate for 2025-2026, 2026-2027 and 2027-2028 except as specifically authorized in Article 6.
- D. Any policies and practices of the District in conflict with or inconsistent with the terms of this Agreement in negotiations may be deleted by the District. The District may amend, change, delete or adopt policies and practices as long as those policies and practices do not violate the terms of this Agreement.



In witness whereof, the parties have caused this Agreement to be signed by their duly authorized representatives.

Mandy Mallick , 10/8/25
On Behalf Of The Faculty Association Date

_____/_____
On Behalf Of The District Date

Appendix A: Certificated Salary Schedule

APPENDIX A

Rancho Santa Fe School District
Certificated Salary Schedule 2024-25
Effective Date: July 1, 2024 (4.25%)

Year	BA +30 3	BA +45 4	MA 5	MA +30 6	Year
1	\$65,365	\$71,380	\$73,491	\$77,974	1
2	\$68,306	\$73,878	\$76,819	\$81,303	2
3	\$71,380	\$76,464	\$80,147	\$84,631	3
4	\$74,592	\$79,140	\$83,474	\$87,959	4
5	\$77,949	\$82,319	\$86,803	\$91,286	5
6	\$81,456	\$85,646	\$90,131	\$94,615	6
7	\$85,122	\$89,193	\$93,459	\$97,944	7
8	\$88,952	\$92,304	\$96,788	\$101,271	8
9	\$92,955	\$95,631	\$100,116	\$104,599	9
10	\$94,531	\$98,959	\$103,444	\$107,928	10
11	\$94,531	\$102,288	\$106,771	\$111,256	11
12	\$94,531	\$104,003	\$110,100	\$114,583	12
13	\$94,531	\$104,003	\$110,100	\$114,583	13
14	\$94,531	\$104,003	\$110,100	\$123,239	14
15	\$94,531	\$104,003	\$118,666	\$123,239	15
16	\$94,531	\$104,003	\$118,666	\$123,239	16
17	\$94,531	\$104,003	\$118,666	\$126,633	17
18	\$94,531	\$104,003	\$122,062	\$126,633	18
19	\$94,531	\$104,003	\$122,062	\$126,633	19
20	\$97,769	\$106,376	\$122,062	\$130,029	20
21	\$97,769	\$106,376	\$125,456	\$130,029	21
22	\$97,769	\$106,376	\$125,456	\$130,029	22
23	\$97,769	\$106,376	\$125,456	\$133,423	23
24	\$97,769	\$106,376	\$128,850	\$133,423	24
25	\$97,769	\$106,376	\$128,850	\$133,423	25
26	\$97,769	\$107,860	\$131,200	\$139,722	26
27	\$97,769	\$107,860	\$131,200	\$139,722	27
28	\$97,769	\$107,860	\$131,200	\$139,722	28
29	\$97,769	\$107,860	\$131,200	\$139,722	29
30	\$97,769	\$107,860	\$131,200	\$139,722	30

Board Date of Approval: _____

School Month						Student		Teacher		Holidays Or Description
	M	TU	W	TH	F	Days	Cumulative	Days		
July 2026				1	2	3				3 6 Independence Day (Observed) Non-Work, Non Paid for 12 month employees
	6	7	8	9	10					
	13	14	15	16	17					
	20	21	22	23	24					
August	27	29	30	31	1					4-7 10 Staff Development Days First Day of School (Late Start - 9:10 a.m. start time)
	3	4	5	6	7	0	0	4		
	10	11	12	13	14	5	5	5		
	17	18	19	20	21	5	10	5		
	24	25	26	27	30	5	15	5	26	Minimum Day - Staff Development
September	31	1	2	3	4	5	20	5		7 17 Labor Day Holiday Minimum Day - Staff Development
	7	8	9	10	11	4	24	4		
	14	15	16	17	18	5	29	5		
	21	22	23	24	25	5	34	5		
October	28	29	30	1	2	5	39	5		9 14-16 30 1st Progress Report Parent Conferences Minimum Day Minimum Day Halloween Parade
	5	6	7	8	9	5	44	5		
	12	13	14	15	16	5	49	5		
	19	20	21	22	24	5	54	5		
	26	27	28	29	30	5	59	5		
November	2	3	4	5	6	5	64	5		9 23-27 Veterans Day Observed Thanksgiving Break
	9	10	11	12	13	4	68	4		
	16	17	18	19	20	5	73	5		
	23	24	25	26	27	0	73	0		
December	30	1	2	3	4	5	78	5		18 21-1 End of First Semester Winter Break
	7	8	9	10	11	5	83	5		
	14	15	16	17	18	5	88	5		
	21	22	23	24	25	0	88	0		
January 2027	28	29	30	31	1	0	88	0		18 Martin Luther King, Jr. Day Holiday
	4	5	6	7	8	5	93	5		
	11	12	13	14	15	5	98	5		
	18	19	20	21	22	4	102	4		
	25	26	27	28	29	5	107	5		
February	1	2	3	4	5	5	112	5		8-15 24-26 Family Week & President's Day Observance Student Led Conferences Minimum Day
	8	9	10	11	12	0	112	0		
	15	16	17	18	19	4	116	4		
	22	23	24	25	26	5	121	5		
March	1	2	3	4	5	5	126	5		18 19 Minimum Day - Staff Development Second Progress Report
	8	9	10	11	12	5	131	5		
	15	16	17	18	19	5	136	5		
	22	23	24	25	26	5	141	5		
April	29	30	31	1	2	0	141	0		29-2 14 Spring Break Minimum Day - Staff Development
	5	6	7	8	9	5	146	5		
	12	13	14	15	16	5	151	5		
	19	20	21	22	23	5	156	5		
May	26	27	28	29	30	5	161	5		21 26 27 27 Field Day Minimum Day 8th Grade Promotion 5th Grade Promotion End of Semester Minimum Day - Last Day of School
	3	4	5	6	7	5	166	5		
	10	11	12	13	14	5	171	5		
	17	18	19	20	21	5	176	5		
	24	25	26	27	28	4	180	4		
June	31	1	2	3	4					31 18 Memorial Day Holiday Observed Juneteenth Holiday
	7	8	9	10	11					
	14	15	16	17	18					
	21	22	23	24	25					
	28	29	30							
						180		184		

	School Days
	Holiday
	Staff Development (no students)
	Half Day (students)
	No School
	Non-Work, Non-Paid for 12 month employees

Adopted by the Board of Trustees on:



SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

Submitted By:

Beth Engstrom

Title:

Support Staff

Report Date:

10/1/2025

Quarter:

7/1/2025 - 9/30/2025

Number of Complaints for Quarter:

	Received	Resolved	Unresolved
Instructional Material	0	0	0
Facilities	0	0	0
Misassignment	0	0	0

Print

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**RANCHO SANTA FE SCHOOL DISTRICT
ANNUAL DEVELOPER FEE REPORT
FOR FISCAL YEAR 24-25**

I. Introduction

This Annual Developer Fee Report for Fiscal Year 2024-25 ("Report") provides an annual accounting of school facilities fees collected by the Rancho Santa Fe School District ("District") during fiscal year 2024-25 as required by Government Code Section 66006(b).

II. Description of School Facilities Fees in Capital Facilities Fund

The District collects school facilities fees from the owners of residential, commercial and industrial development projects to mitigate the costs of providing interim and permanent school facilities to students generated from such development projects. School facilities fees collected by the District consist of the following:

Fees collected pursuant to Education Code Section 17620 and Government Code Section 65995, referred to herein as Statutory School Fees are currently in the amount of \$2.16 per square foot of residential development, except for Cielo, which is \$2.54 per square foot. Commercial and/or industrial development is \$0.30 per square foot.

The school facilities fees described in the Report do not include letters of credit, bonds, or other instruments to secure payment of school facilities fees at a later date.

III. Activity for Fiscal Year 2024-2025

Beginning Balance of the Capital Facilities Fund as of 7-1-24	\$3,936,118
Statutory School Fees Collected for Fiscal Year 2024-25	\$ 176,551
Interest Earned on Capital Facilities Fund	\$ 172,636
Expenditures for Fiscal Year 2024-25 (SDUHS Admin Fee)	-\$ 1,737
Expenditures for Fiscal Year 2024-25 (Capital Equipment)	-\$ 111,544
Net Increase in FMV of Investments	\$ 61,531
Ending Balance of the Capital Facilities Fund as of 6-30-25	\$4,233,555

Expenditure Listing:

General

Audit: (included with district audit)

Legal Costs:

Trust Administrative Fee: **\$1,737**

Appraisal Fee:

Facility Planning Computer System:

Capital Equipment (Partial Access Control): **\$111,544**

Total Expenditures: \$113,281

IV. Public Improvement Expenditures

PUBLIC IMPROVEMENT PROJECT	AMOUNT OF EXPENDITURE	% OF EXPENDITURE FUNDED WITH SCHOOL FACILITIES FEES
1. NONE		
2.		
3.		
4.		
5.		

V. Planned Future Improvements

PUBLIC IMPROVEMENT PROJECT	LOCATION (S)	AMOUNT	ESTIMATED START DATE
1. NONE			
2.			
3.			
4.			
5.			

VI. Description of Each Interfund Transfer or Loan Made from the Capital Facilities Fund and Description of Public Improvement on which the Transferred or Loaned Fees will be Expended

None

VII. Refunds Made Pursuant to Government Code Section 66001(e) and (f)

No refund of school facilities fees is required as the District has not collected sufficient funds to complete the financing of necessary public improvements to accommodate students generated from new development.

BP 3001

Vendor	Amount
School Specality	\$367.20
Soft Choice	\$462.25
Violin Shope	\$2,555.90
Coda Printworks	\$550.00
USBANK	\$550.00
Amazon - Music	\$708.09
CA. Nurse	\$124.00
KALMS TEST	\$84.95
BDJ Tech	\$85.04
Senior Wooley	\$199.00
Rifton	\$255.00
Adobe Renewal	\$2,496.00
Jet Brain	\$137.00
WindMill WoodWork	\$600.00
Solana Beach Physical	\$260.00
Academy Therapy	\$828.65
AMR	\$40.00
All Things Plumbing	\$1,677.95

\$11,981.03



**Rancho Santa Fe School District
Governing Board Warrant List Report
September 1, 2025 to September 30, 2025**

Payment Date	Warrant ID	Fund	Name	Department	Total Warrant Amount
9/2/25	039976	0100	SCHOOL SPECIALTY, LLC	Elementary Supplies	\$ 145.89
9/2/25	14337425	0100	Roper Electric Inc	Maintenance Services	\$ 3,001.23
9/4/25	14338455	0100	Chase	District Credit Card	\$ 12,815.02
9/4/25	14338456	0100	Revolving Fund - RSF School District	District Revolving Fund	\$ 10,311.70
9/8/25	14339661	0100	QUENCH USA INC	Water Service	\$ 573.24
9/8/25	14339662	0100	Hollandia Dairy	UMP	\$ 131.89
9/8/25	14339663	0100	Kis School Lunches	UMP	\$ 1,071.90
9/8/25	14339664	0100	Excelcia Music Publishing, LLC	Music Supplies	\$ 497.35
9/8/25	14339665	0100	South Coast Copy Systems	Copy Lease	\$ 2,747.54
9/8/25	14339666	0100	Project Lead The Way, Inc	MS Electives	\$ 1,215.10
9/8/25	14339667	0100	United States Cellular Corporation	Utilities	\$ 97.54
9/8/25	14339668	0100	Alliant Insurance Services, Inc	Insurance	\$ 1,435.23
9/8/25	14339669	0100	AMERICAN FIDELITY ADMIN SRVCS	Admin Services	\$ 1,409.15
9/8/25	14339670	0100	DEPT OF TOXIC SUBSTANCES CONTR	District Fee	\$ 231.87
9/8/25	14339671	0100	FEDEX	Admin Services	\$ 16.66
9/8/25	14339672	0100	HEINEMANN	School Supplies	\$ 34.35
9/8/25	14339673	0100	OFFICE DEPOT	Elementary Supplies	\$ 100.81
9/8/25	14339674	0100	PRINTER REPAIR DEPOT	Printer Repair	\$ 819.97
9/8/25	14339675	0100	RADY CHILDRENS HOSPITAL, SD	Nurse Services	\$ 1,222.80
9/8/25	14339676	0100	STATE OF CALIFORNIA	Admin Services	\$ 32.00
9/8/25	14339677	0100	SCHOLASTIC INC.	Educational Materials	\$ 962.55
9/8/25	14339678	0100	SHERWIN WILLIAMS	Maintenance Supplies	\$ 144.57
9/10/25	040363	0100	CA Schools VEBA	Healthcare	\$ 121,558.48
9/10/25	040364	0100	Zen Educate Inc	SPED Services	\$ 1,165.50
9/10/25	040365	0100	CURRIER & HUDSON	Legal	\$ 17,521.40
9/11/25	14341074	0100	Sav A Tree LLC	Maintenance Services	\$ 8,400.00
9/18/25	14344040	0100	GameSalad Inc	Educational Software	\$ 1,425.00
9/18/25	14344041	0100	Curriculum Associates ,LLC	Educational Software	\$ 19,332.50
9/18/25	14344042	0100	JAMF Holdings, Inc. & Subsidiaries	Tech Services	\$ 10,791.00
9/18/25	14344043	0100	Quadient Leasing USA,INC	Postal Machine	\$ 516.15
9/18/25	14344044	0100	Schools Excess Liability Fund	Insurance	\$ 42,123.47
9/18/25	14344045	0100	Kis School Lunches	UMP	\$ 2,769.75
9/18/25	14344046	0100	IT Management Corporation	Tech Services	\$ 1,974.10
9/18/25	14344047	0100	Apex Therapies, Inc.	SPED Services	\$ 6,390.00
9/18/25	14344048	0100	BMI NewCo, Inc	Educational Software	\$ 7,150.00
9/18/25	14344049	0100	California School Nurses Organization	Nurse Services	\$ 124.00
9/18/25	14344050	0100	Regents of the University of California	Admin PD	\$ 2,200.00
9/18/25	14344051	0100	AMAZON	SPED Supplies	\$ 1,214.49
9/18/25	14344051	0100	AMAZON	District Supplies	\$ 437.55
9/18/25	14344051	0100	AMAZON	Nurse Supplies	\$ 232.28
9/18/25	14344051	0100	AMAZON	Music Supplies	\$ 463.70
9/18/25	14344051	0100	AMAZON	SPED Supplies	\$ 30.39
9/18/25	14344051	0100	AMAZON	Elementary Supplies	\$ 488.45
9/18/25	14344051	0100	AMAZON	UMP	\$ 58.37
9/18/25	14344051	0100	AMAZON	MS Science	\$ 541.40
9/18/25	14344051	0100	AMAZON	Elementary Library	\$ 410.94
9/18/25	14344051	0100	AMAZON	MS Electives	\$ 1,475.10
9/18/25	14344051	0100	AMAZON	Maintenance Supplies	\$ 75.06
9/18/25	14344051	0100	AMAZON	Drama Supplies	\$ 901.27
9/18/25	14344051	0100	AMAZON	Tech Supplies	\$ 1,364.26
9/18/25	14344052	0100	AR VERTEBRATE PEST CONTROL	Maintenance Services	\$ 325.00
9/18/25	14344053	0100	PRINTER REPAIR DEPOT	Printer Repair	\$ 1,258.44
9/18/25	14344054	0100	SDG&E	Utilities	\$ 28,721.16
9/18/25	14344055	0100	SOUTHWEST SCHOOL & OFFICE SUPP	School Supplies	\$ 567.68

9/18/25	14344056	0100	US BANK	Admin Services	\$	550.00
9/18/25	14344057	0100	WASTE MANAGEMENT	Utilities	\$	1,788.95
9/22/25	040834	0100	Zen Educate Inc	SPED Services	\$	1,887.00
9/22/25	14345575	0100	Anthony J. Lopez	Maintenance Services	\$	215.36
9/22/25	14345576	0100	Hollandia Dairy	UMP	\$	319.81
9/22/25	14345577	0100	Institute for Multi-Sensory Education	SPED Supplies	\$	125.00
9/22/25	14345578	0100	Photo-Scan of Los Angeles	Tech Services	\$	969.40
9/22/25	14345579	0100	Yazmin Lope	SPED Services	\$	220.00
9/22/25	14345580	0100	Imagine Learning LLC	Educational Materials	\$	1,400.00
9/22/25	14345581	0100	Center for Internet Security, Inc	Tech Services	\$	995.00
9/22/25	14345582	0100	AMAZON	District Supplies	\$	23.69
9/22/25	14345582	0100	AMAZON	Principal Supplies	\$	392.11
9/22/25	14345582	0100	AMAZON	Art Supplies	\$	617.49
9/22/25	14345582	0100	AMAZON	School Supplies	\$	1,893.95
9/22/25	14345582	0100	AMAZON	District Supplies	\$	669.50
9/22/25	14345582	0100	AMAZON	MS Supplies	\$	299.63
9/22/25	14345582	0100	AMAZON	Elementary Supplies	\$	381.29
9/22/25	14345583	0100	ARBOR SCIENTIFIC	Science Supplies	\$	770.83



Rancho Santa Fe School District
Governing Board Purchase Order Report
Sept. 1, 2025 to Sept. 30, 2025

PO No.	PO Date	Supplier	Fund	Department	Total by Account	Description
2526000118	9/2/25	Institute for Multi-Sensory Education	0100	SPED Supplies	\$ 125.00	IMSE LAB SUBSCRIPTION: 1 YEAR SUBSCRIPTION
2526000119	9/2/25	Sav A Tree LLC	0100	Maintenance Services	\$ 8,400.00	(4) TIPU : RAISE CANOPY, PROVIDE CLEARANCE FROM LIGHT POSTS.
2526000120	9/2/25	Alliant Insurance Services, Inc	0100	Student Insurance	\$ 878.00	14002530 8/11/2025-8/13/2025 NEWB 25-26 STUDENT ACCIDENT BASE PREMIUM
2526000120	9/2/25	Alliant Insurance Services, Inc	0100	Student Insurance	\$ 26.34	14002531 8/11/2025-8/13/2025 SLTX SURPLUS LINES TAX
2526000120	9/2/25	Alliant Insurance Services, Inc	0100	Student Insurance	\$ 1.58	14002532 8/11/2025-8/13/2025 SLFE SURPLUS LINES FEE
2526000120	9/2/25	Alliant Insurance Services, Inc	0100	Student Insurance	\$ 513.00	14003545 8/11/2025-8/13/2025 NEWB 25-26 STUDENT ACCIDENT CATASTROPHE
2526000120	9/2/25	Alliant Insurance Services, Inc	0100	Student Insurance	\$ 15.39	14003546 8/11/2025-8/13/2025 SLTX SURPLUS LINES TAX
2526000120	9/2/25	Alliant Insurance Services, Inc	0100	Student Insurance	\$ 0.92	14003547 8/11/2025-8/13/2025 SLFE SURPLUS LINES FEE
2526000121	9/2/25	AMERICAN FIDELITY ADMIN SRVCS	0100	Admin Services	\$ 995.00	EMPLOYER REPORTING - ANNUAL FEE
2526000121	9/2/25	AMERICAN FIDELITY ADMIN SRVCS	0100	Admin Services	\$ 192.50	EMPLOYER REPORTING SVC.-INITIAL
2526000121	9/2/25	AMERICAN FIDELITY ADMIN SRVCS	0100	Admin Services	\$ 221.65	ITEM TIME & ELIGIBILITY SVC. (\$0.55)
2526000122	9/2/25	DEPT OF TOXIC SUBSTANCES CONTR	0100	District Fees	\$ 231.87	PROJECT NAME: RANCHO SANTA FE SD-RNCHO SNTA FEEXP
2526000123	9/2/25	FEDEX	0100	Admin Services	\$ 300.00	FY 2025-26 DO NOT EXCEED \$300.00
2526000124	9/2/25	STATE OF CALIFORNIA	0100	Admin Services	\$ 32.00	JULY 2025 CODE 100 FINGERPRINT APPS.
2526000125	9/9/25	GameSalad Inc	0100	Educational Software	\$ 1,425.00	GAMESALAD FOR EDUCATION, BASIC BUILDING LICENSE. 1-YEAR SUBSCRIPTION
2526000126	9/9/25	NCS PEARSON, INC.	0100	SPED Supplies	\$ 55.00	BOT-3 Q-GLOBAL SCORING SUBSCRIPTION 1 YEAR (DIGITAL)
2526000126	9/9/25	NCS PEARSON, INC.	0100	SPED Supplies	\$ 4.50	A103000370991 - BOT-3 Q-GLOBAL ADMINISTRATION/REPORT
2526000127	9/9/25	SCHOOL SPECIALTY, LLC	0100	MS Instructional Materials	\$ 135.77	FOSS NEXT GENERATION GRAVITY AND KINETIC ENERGY SCIENCE
2526000127	9/9/25	SCHOOL SPECIALTY, LLC	0100	MS Instructional Materials	\$ 103.44	FOSS NEXT GENERATION PLANETARY SCIENCE RESOURCES
2526000127	9/9/25	SCHOOL SPECIALTY, LLC	0100	MS Instructional Materials	\$ 90.51	FOSS NEXT GENERATION WAVES SCIENCE RESOURCES
2526000127	9/9/25	SCHOOL SPECIALTY, LLC	0100	MS Instructional Materials	\$ 65.94	SHIPPING
2526000128	9/12/25	Curriculum Associates ,LLC	0100	Educational Software	\$ 19,332.50	IMPLEMENTATION STARTING: 2025-2026 I-READY
2526000129	9/12/25	JAMF Holdings, Inc. & Subsidiaries	0100	Tech Services	\$ 6,723.00	PRO-EDU-IOS JAMF PRO FOR IOS ON CLOUD SEAT OF JAMF PRO
2526000129	9/12/25	JAMF Holdings, Inc. & Subsidiaries	0100	Tech Services	\$ 4,050.00	PRO-EDU-MACOS JAMF PRO FOR MACOS ON CLOUD SEAT
2526000129	9/12/25	JAMF Holdings, Inc. & Subsidiaries	0100	Tech Services	\$ 18.00	PRO-EDU-TVOS JAMF PRO FOR TROSN ON CLOUD SEAT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 3,019.91	1995/1996 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 6,734.74	1996/1997 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 5,968.97	1997/1998 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 5,177.12	1998/1999 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 2,486.84	1999/2000 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 4,767.38	2000-2001 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 92.86	20006/2007 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 3,018.64	2001/2002 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 4,646.89	2002/2003 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT

2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 999.61	2003/2004 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 4,670.66	2004/2005 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ 1,842.65	2005/2006 RANCHO SANTA FE ELEMENTARY SCHOOL DISTRICT
2526000130	9/12/25	Schools Excess Liability Fund	0100	Insurance	\$ (1,302.79)	DISCOUNT
2526000131	9/12/25	J. Swelgart Inc.	0100	Tech Services	\$ 650.00	INSTALLATION
2526000131	9/12/25	J. Swelgart Inc.	0100	Tech Services	\$ 50.00	MATERIALS FOR MOUNTING/SECURING SPEAKERS
2526000131	9/12/25	J. Swelgart Inc.	0100	Tech Services	\$ 3.88	TAX
2526000132	9/12/25	Shane Albrent	0100	Music Supplies	\$ (418.50)	GENERIC DISCOUNT (DETAILS IN DESCRIPTION)
2526000132	9/12/25	Shane Albrent	0100	Music Supplies	\$ 183.79	TAX
2526000132	9/12/25	Shane Albrent	0100	Music Supplies	\$ 900.00	VIOLA OUTFIT: VIOLA, BOW, EVEREST SHOULDER REST, DART CASE 13" A110
2526000132	9/12/25	Shane Albrent	0100	Music Supplies	\$ 190.00	VIOLIN BOW - FIBERGLASS 3/4
2526000132	9/12/25	Shane Albrent	0100	Music Supplies	\$ 1,700.00	VIOLIN OUTFIT: VIOLIN, BOW, EVEREST SHINREST, DART CASE 3/4 V110
2526000133	9/12/25	Apex Therapies, Inc.	0100	SPED Services	\$ 6,390.00	OCCUPATIONAL THERAPIST SERVICE
2526000134	9/12/25	California School Nurses Organization	0100	Nurse Services	\$ 124.00	CALIFORNIA SCHOOL NURSES ORGANIZATION MEMBERSHIP
2526000135	9/12/25	Sharon Kounas	0100	SPED Supplies	\$ 75.37	COMPLETE KALMS (R) ASSESSMENT PACKAGE
2526000135	9/12/25	Sharon Kounas	0100	Music Supplies	\$ 15.00	SHIPPING
2526000136	9/12/25	CN School and Office Solutions INC	0100	Classroom Furniture	\$ 431.00	SMITH SYSTEM MARKERBOARD LAMINATE CHARGE
2526000136	9/12/25	CN School and Office Solutions INC	0100	Classroom Furniture	\$ 4,468.93	SMITH SYSTEM NL3048#EM 30X48 ELEMENTAL RECTANGLE TABLE NEST
2526000137	9/12/25	AMAZON	0100	Music Supplies	\$ 762.97	ROLAND FP-30X 88-KEY DIGITAL PIANO
2526000138	9/12/25	AMAZON	0100	Elementary Supplies	\$ 359.95	FLAGSHIP CARPETS HAPPY SQUARES EDUCATIONAL AREA RUG
2526000139	9/12/25	BUY-RITE PROMOTIONAL PRODUCTS	0100	Tech Supplies	\$ 366.35	CS410 CORNERSTONE TACTICAL POLO - DARK GREEN - L/10
2526000139	9/12/25	BUY-RITE PROMOTIONAL PRODUCTS	0100	Tech Supplies	\$ 193.95	CS410 CORNERSTONE TACTICAL POLO -DARK GREEN - XXL/5
2526000139	9/12/25	BUY-RITE PROMOTIONAL PRODUCTS	0100	Tech Supplies	\$ -	EMBROIDERED LEFT CHEST
2526000139	9/12/25	BUY-RITE PROMOTIONAL PRODUCTS	0100	Tech Supplies	\$ 30.00	SHIPPING
2526000140	9/12/25	US BANK	0100	Admin Fees	\$ 550.00	04070 DISSEMINATION AGENT
2526000141	9/12/25	Regents of the University of California	0100	Admin PD	\$ 2,200.00	UCSD SUPERINTENDENT NETWORK FEES-KIM PINKERTON (25-26)
2526000142	9/15/25	Afeco, Inc	0100	Maintenance Services	\$ 240.00	30515 MOBILE DRY CHEMICAL RECHARGE
2526000142	9/15/25	Afeco, Inc	0100	Maintenance Services	\$ 50.00	30516 MOBILE DISPATCH
2526000142	9/15/25	Afeco, Inc	0100	Maintenance Services	\$ 738.00	30530 MOBILE DRY CHEM SERVICE
2526000142	9/15/25	Afeco, Inc	0100	Maintenance Services	\$ 126.00	30667 MOBILE HALON MAINTENANCE
2526000143	9/17/25	Senor Wooly LLC	0100	Educational Software	\$ 199.00	SEÑOR WOOLY YEAR SUBSCRIPTION FOR THE SPANISH CLASS. 2025-26
2526000144	9/17/25	STATE OF CALIFORNIA	0100	Admin Services	\$ 32.00	AUGUST 2025 100 FINGERPRINT APPS
2526000144	9/17/25	STATE OF CALIFORNIA	0100	Admin Services	\$ 17.00	AUGUST 2025 110 FINGERPRINT FBI
2526000145	9/17/25	Bertrand's Music	0100	Music Supplies	\$ 346.97	RENTAL INSTRUMENTS TOTAL FOR 2 FLUTES AND 1 SAX, 2 MONTHS = \$346.97
2526000146	9/17/25	J. Swelgart Inc.	0100	Tech Supplies	\$ 70.04	PAGEFIRST SENSOR CLIP WITH SHIELDED 50' PLENUM-RATED WIRE
2526000146	9/17/25	J. Swelgart Inc.	0100	Tech Supplies	\$ 15.00	SHIPPING
2526000147	9/17/25	Center for Internet Security, Inc	0100	Tech Services	\$ 995.00	MS-ISAC SINGLE ORGANIZATION MEMBERSHIP CIS-MSISAC-CA-SINGLEORG-TIER1
2526000148	9/17/25	RIFTON EQUIPMENT	0100	SPED Supplies	\$ (91.59)	DISCOUNT
2526000148	9/17/25	RIFTON EQUIPMENT	0100	SPED Supplies	\$ 366.35	RIFTON ACTIVITY CHAIR ACCESSORIES

2526000149	9/26/25	Solana Beach Physical Therapy	0100	SPED Services	\$ 130.00	P T TREATMENT (8/15/25)
2526000149	9/26/25	Solana Beach Physical Therapy	0100	SPED Services	\$ 130.00	P T TREATMENT (8/25/25)
2526000150	9/26/25	JetBrains Americas Inc	0100	Tech Services	\$ 137.00	DATAGRIP COMMERCIAL ANNUAL SUBSCRIPTION
2526000151	9/26/25	Adobe Systems Inc	0100	Tech Services	\$ 2,496.00	652972727BB04A12 CREATIVE CLOUD ALL MPL ENTRPRSE LIC
2526000152	9/26/25	Softchoice Corporation	0100	Tech Services	\$ 462.25	MICROSOFT AZURE - ES - OVERAGE CHARGE FOR CONSUMPTION
2526000153	9/26/25	Eugene Richard DeFalco	0100	Maintenance Services	\$ 600.00	FINISH CARPENTRY
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 540.75	AUGUST 11, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 540.75	AUGUST 12, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 540.75	AUGUST 13, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 14, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 15, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 18, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 19, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 20, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 21, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 22, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 25, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 26, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 27, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 28, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000154	9/26/25	First Student, Inc.	0100	Transportation	\$ 737.05	AUGUST 29, 2025 ALTERNATIVE TRANSPORTATION SERVICES
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 54.00	1990 THE HEIGHTS - SET 3 - 1 SET OF 5 BOOKS
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 35.00	2355-9 THE DOMES - 1 SET OF 5 BOOKS
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 35.00	8678-9 SPORTS STORIES - 1 SET OF 5 BOOKS
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 35.00	8893-6 IT'S ALL TRUE! LEVEL 3 - 1 SET OF 5 BOOKS, 48 PP.
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 12.95	DDD-1267 ILLUSTRATED CLASSICS - JOURNEY TO THE CENTER OF T
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 12.95	DDD-1273 ILLUSTRATED CLASSICS - 20,000 LEAGUES UNDER THE S
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 12.95	DDD-1629 ILLUSTRATED CLASSICS - BLACK BEAUTY
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 12.95	DDD-1639 ILLUSTRATED CLASSICS - THE SWISS FAMILY ROBINSON
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 38.85	DDD-1641 ILLUSTRATED CLASSICS - THE CALL OF THE WILD
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 36.00	DDD-2015 FAERIEGROUND - COMPLETE 4 BOOK SET
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 59.00	DDD-2655 PAGETURNERS ADVENTURE - ADVENTURE (5 TITLES)
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 175.00	DDD-3388 WHITE LIGHTNING NONFICTION - WHITE LIGHTNING NONF
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 49.00	DDD-3466 A DAY THAT CHANGED AMERICA - COMPLETE SET OF 6 BO
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 118.00	DDD-3524 VINTAGE ROSE MYSTERIES - VINTAGE ROSE MYSTERIES 1
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 82.40	SHIPPING
2526000155	9/26/25	Academic Therapy Publications/High Noon	0100	MS ELA Books	\$ 59.60	TAX
					\$ 123,641.60	



Rancho Santa Fe School District
Revolving Fund Report
Sept. 1, 2025 to Sept. 30, 2025

Period	Date	Check #	Vendor	Amount	Description	Account Code
Sept 2025	9/2/25	11164	Beth Engstrom	\$ 328.66	BTS Staff Mtg Food	0100-0000000-0000-2700-4300008-000
Sept 2025	9/2/25	11164	Beth Engstrom	\$ 45.00	Lanyards	0100-0000000-0000-2700-4300000-100
Sept 2025	9/2/25	11165	Kim Pinkerton	\$ 82.91	Butterfly Plaque	0100-0000000-0000-7200-4300000-000
Sept 2025	9/2/25	11166	SD County of Superintendents	\$ 200.00	SPED Critical Issues Conference	0100-6266000-1110-1000-5800000-100
Sept 2025	9/8/25	11167	Jeff & Tony's	\$ 199.20	Ice Cream for MS	0100-0000000-1110-3700-4300009-100
Sept 2025	9/19/25	11168	Total Safety Solutions	\$ 1,520.00	Parent Speaker Digital Age	0100-0000000-0000-2700-5800000-100
Sept 2025	9/23/25	11169	Robert Dean	\$ 3,400.00	Ocean Week Consulting	0100-0000000-1110-1000-5800006-100
Sept 2025	9/23/25	11170	Hasvi Patel	\$ 300.00	International Fair Dancers	0100-0000187-1110-4100-5800000-100
Sept 2025	9/23/25	11171	Christy Anderson	\$ 86.00	Fingerprinting	0100-0000000-0000-7200-5800000-000
Sept 2025	9/23/25	11172	Ghada Griggs	\$ 74.00	Fingerprinting	0100-0000000-0000-7200-5800000-000
Sept 2025	9/23/25	11173	Carol Unger	\$ 23.68	Eagle Nest Items	0100-0000000-1110-3700-4300009-100
Sept 2025	9/23/25	11174	Krystal Clover	\$ 233.05	Web Supplies	0100-0000188-1110-4100-5800000-200
Sept 2025	9/23/25	11175	RSF Student Body Fund	\$ 4,536.32	Walsworth Yearbook wrote check to wrong account	0100-0000200-0000-7200-5800000-000
Sept 2025	9/30/25	11176	Tait Donelson	\$ 218.96	Science Instructional Materials	0100-1100000-1110-1000-4300302-200
Total: \$				11,247.78		

Kim Pinkerton

Date



**Rancho Santa Fe School District
Governing Board General Fund Report
August 1, 2025 to August 31, 2025**

CASH IN TREASURY AS OF Aug 1, 2025		\$ 3,451,187.26
<u>REVENUES</u>		
INCOME		\$ 347,002.15
TRANSFER FROM OTHER FUNDS		\$ (200,000.00)
	TOTAL REVENUES:	\$ 147,002.15
<u>EXPENDITURES</u>		
PAYROLL		\$ (917,871.66)
COMMERCIAL WARRANTS		\$ (337,573.82)
BENEFITS/OTHER, ETC.		\$ (185,317.04)
TEMPORARY TRANSFER BACK TO RESERVES		\$ -
	TOTAL EXPENDITURES:	\$ (1,440,762.52)
CASH IN TREASURY AS OF Aug 31, 2025		\$ 2,157,426.89



**Rancho Santa Fe School District
Governing Board General Fund Report
September 1, 2025 to September 30, 2025**

CASH IN TREASURY AS OF Sept. 1, 2025		\$ 2,157,426.89
<u>REVENUES</u>		
INCOME		\$ 653,297.02
TRANSFER FROM OTHER FUNDS		\$ -
	TOTAL REVENUES:	\$ 653,297.02
<u>EXPENDITURES</u>		
PAYROLL		\$ (889,187.45)
COMMERCIAL WARRANTS		\$ (376,033.28)
BENEFITS/OTHER, ETC.		\$ (319,774.31)
TEMPORARY TRANSFER BACK TO RESERVES		\$ -
	TOTAL EXPENDITURES:	\$ (1,584,995.04)
CASH IN TREASURY AS OF Sept. 30, 2025		\$ 1,225,728.87



Roger Rowe ASB Funds

July 1, 2025 to August 31, 2025

Beginning Balance as of 7/1/2025:		\$ 21,426.33	Notes
Income:			
24-25 Field Trip Losses - District Pd			\$16,140.18 amt owed
Book Fair	\$ 3,399.76		paid by the district
Field Trips:			
2nd Grade - USS Midway	\$ 201.90		
2nd Grade - Zoo			
3rd Grade - San Elijo Lagoon			
4th Grade - Birch Aquarium			
4th Grade - San Juan Mission			
5th Grade - All Field Trips			
6th Grade - Astro Camp	\$ 11,532.32		
7th Grade - Catalina			
8th Grade - Washington DC			
8th Grade - Knott's Berry Farm			
Leadership Disneyland Trip			
Interest	\$ 0.64		
Misc Inc.	\$ 0.22		
Snack Cart Sales			
Spirit Wear Sales			
Yearbook (25-26)			
Yearbook (24-25)	\$ 440.00		
	\$ 15,574.84		
Expenses:			
Book Fair	\$ 3,399.76		paid by the district
Field Trips:			
2nd Grade - Zoo			
3rd Grade - San Diego Natural History			
3rd Grade - San Elijo Lagoon			
4th Grade - Birch Aquarium			
4th Grade - Birch Aquarium			
4th Grade - Misson San Juan			
5th Grade - Oceanside Museum of Art			
5th Grade - Riley's Farm			
5th Grade - Biz Town	\$ 2,450.00		
6th Grade - Astro Camp			\$3,825 Deposit for 25/26
7th Grade - Catalina	\$ 6,637.50		\$2,212.50 Deposit for Fall 2025
8th Grade - Washington DC			
8th Grade - Knotts Berry Farm			
Leadership Disneyland Trip			
Banking Fees	\$ 10.00		
Misc			
Snack Cart			
Spirit Wear			
Web			
Yearbook			
	\$ 12,497.26		
Carry-over of uncleared transactions	\$ 2,450.00		
Ending Balance as of 8/31/25		\$ 26,953.91	

Snack Cart

Income

\$

Expenses	\$	-
Net Profit/Loss	\$	-

Spirit Wear Sales		
Income	\$	-
Expenses	\$	-
Net Profit/Loss	\$	-

Student Council/WEB Leadership Conference - Disneyland		
Income	\$	-
Expenses	\$	-
Net Loss	\$	-

Second Grade Zoo Trip		
Income	\$	-
Expenses	\$	-
Net Income	\$	-

Second Grade Midway Trip		
Income	\$	201.90
Expenses		
Net Loss	\$	201.90

Third Grade Field Trips		
Income	\$	-
Expenses	\$	-
Net Profit/Loss	\$	-

Fourth Grade Birch Trip		
Income	\$	-
Expenses	\$	-
Net Profit	\$	-

Fourth Grade Mission San Juan Capistrano		
Income	\$	-
Expenses	\$	-
Net Profit	\$	-

Fifth Grade - All Field Trips		
Income	\$	-
Expenses	\$	(2,450.00)
Net Loss	\$	(2,450.00)

Sixth Grade - Astro Camp		
Income	\$	11,532.32
Pre-paid deposit in 24/25	\$	(3,825.00)
Expenses		
Net Loss	\$	7,707.32

Seventh Grade - Catalina		
Income	\$	-
Pre-paid deposit in 24/25	\$	(2,112.50)
Expenses	\$	(6,637.50)
Net Profit/Loss	\$	(8,750.00)

Eighth Grade - Knott's		
Income	\$	-
Expenses	\$	-
Net Profit	\$	-

10.14.2025 Personnel Action Report

Approve one time coaching stipends for the following employees:

Collin Schumpp, Volleyball, Step 3 of the Coaching Stipend Schedule, Class A, not to exceed \$3,100.00.

Approve one time stipends:

Jenna Bratlien, Catalina Camp, \$700.00

Dan Brown, Catalina Camp, \$700.00

Emily Gajos, Catalina Camp, \$700.00

Approve Heidi Moreno, at \$45.00 per hour not to exceed \$5,000.00 (International Fair, Variety Show, Drama Production, Musical Production, Ocean Week Production)



Sales Quote - This Is Not An Invoice

PowerSchool Group LLC
150 Parkshore Dr.
Folsom CA 95630

Quote #: Q-142100-2

Prepared By: Aanchal Bajpai
Customer Name: Rancho Santa Fe Elementary School District

Contract Term: 12 Months
Billing Frequency: Annually
Start Date: November 17, 2025
End Date: November 16, 2026
Payment Terms: Net 30
Pricing Vehicle:

Customer Contact: Kim Pinkerton
Title: Superintendent
Address: PO Box 809
City: Rancho Santa Fe
State/Province: California
Zip Code: 92067
Phone #
Pricing Vehicle Contract #:

Contract Term : November 17, 2025 to November 16, 2026

Quote Summary

License and Subscription Period(s)	License and Subscription	Total
Subscription Period 1: November 17, 2025 to November 16, 2026	USD 2,754.18	USD 2,754.18
Total Contract : November 17, 2025 to November 16, 2026	USD 2,754.18	USD 2,754.18

License and Subscription Fees

Subscription Period 1 License and Subscription Fees

Product Description	Quantity	Unit	Price
PowerPack: Subscription SaaS	600.00	Students	USD 2,754.18
Subscription Period 1 License and Subscription Fees TOTAL:			USD 2,754.18
Total License and Subscription Fees :			USD 2,754.18

Subscription Start and End Dates shall be as set forth above. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then-current rates and enrollment per existing terms of the executed agreement between Customer and PowerSchool. Any applicable sales or other tax has not been added to this quote. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All purchase orders must include the exact quote number of this quote. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions of this quote or any agreement executed between the parties. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will expire after 12 months.

This quote incorporates any statement of work attached hereto. This quote is subject to and incorporate the terms and conditions found at

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:

A handwritten signature in black ink, appearing to be 'Jon Scrimshaw', with a stylized, cursive script.

Printed Name: Jon Scrimshaw

Title: Chief Accounting Officer

Date: 20-AUG-2025

PO Number: _____

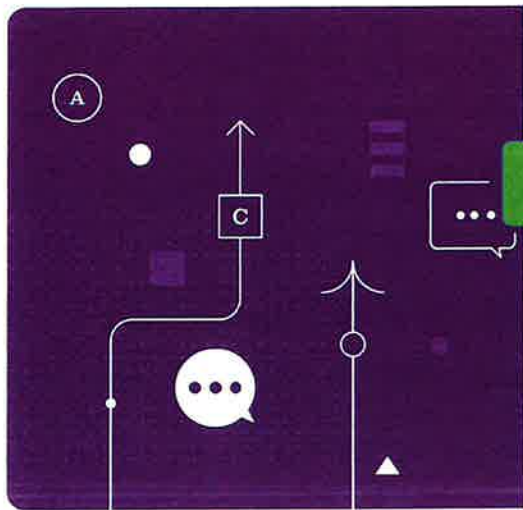
Rancho Santa Fe Elementary School District

Signature:

Printed Name:

Title:

Date:



THE INTELLIGENT
Growth Engine

Quote

Amira Q-80171

Prepared For

Rancho Santa Fe Elementary School District
Po Box 809
ACCOUNTS PAYABLE
Rcho Santa Fe, CA, 92067-0809

Your Amira Partner

Carla Acosta
carla.acosta@amiralearning.com

Quote: Q-80171

Prepared For: Rancho Santa Fe Elementary School District

Expires On: 12/31/2025

Amira - CA Dyslexia PD Bundle (K-2)					
QTY	Product	Campus	Start Date	Months	Sales Price
128	Amira - CA Dyslexia PD Bundle (K-2)	R. Roger Rowe Elementary	7/01/2025	12	\$2,560.00

Access to the AI Reading Tutoring Program, Benchmark Assessments, Parent reports and letters in 8 different languages, when they purchase our robust live PD Package at **\$20 per student** which includes: Amira Professional Development Subscription:

- (1) District Leadership Implementation Webinar and (1) District Leadership Data Review Webinar. Before training with teachers begins, the Customer Success Manager will meet with District Leadership to conduct a District Leader Planning Meeting.
- Live, Virtual Professional Development:
 - Three webinars (typically 45-60 minutes each)
 - Introduction to Amira
 - Administering the Amira Screener
 - Interpreting Amira Data
 - Two virtual "office hours" per year are provided, offering valuable live training sessions for educators to learn about Amira's capabilities, how to administer the instrument, best practices, and how to understand and use the screening data.
- Asynchronous On-Demand Training and Resources
 - These resources are included with the purchase at no additional cost, allowing educators to access training materials and modules at their convenience, supporting flexible and self-paced professional development.
- On-Demand User Support

Quote: Q-80171

Prepared For: Rancho Santa Fe Elementary School District

Expires On: 12/31/2025

Start Date: 7/01/2025

Term: 12

End Date: 6/30/2026

List Amount	\$2,560.00
Tax Amount	\$0.00
Customer Total	\$2,560.00

Disclaimer: Pricing is as quoted and is subject to change based on any modifications to bundle configurations, enrollment updates, or other adjustments. Additional options are to be paid in full. Totals include applicable taxes, which should be reflected on your Purchase Order (if applicable).

To avoid delays in processing your order, please ensure the following:

- Email your Purchase Order, including the provided quote number, to orders@amiralearning.com.

Quote: Q-80171

Prepared For: Rancho Santa Fe Elementary School District

Expires On: 12/31/2025

- Digitally sign the contract provided upon commitment with your Amira partner.

Amira Terms of Use: <https://amiralearning.com/amira-terms>

Amira Privacy Policy: <https://amiralearning.com/amira-privacy>

Istation Terms of Use: <https://amiralearning.com/istation-terms>

Istation Privacy Policy: <https://amiralearning.com/istation-privacy-policy>

Agreement Execution

By signing below, the Parties agree to the terms outlined in this Agreement. This document has been executed and delivered by the authorized representatives of each Party.

I have read and agree to the linked Terms and Conditions:

Amira

Signature

Printed Signature:

Title:

Dated:

Customer

Signature

Printed Signature:

Title:

Dated:

Quote: Q-80171

Prepared For: Rancho Santa Fe Elementary School District

Expires On: 12/31/2025

To ensure timely and accurate fulfillment, please provide the requested contact information below:

Primary Implementation Contact

Name:

Email:

Phone:

"false"}\

Accounts Payable / Billing Contact

Name:",

Email:

Phone:

"false"}\

District Technology Contact

Name:

Email:

District Data Contact

Name:",

Email:

Quote: Q-80171

Prepared For: Rancho Santa Fe Elementary School District

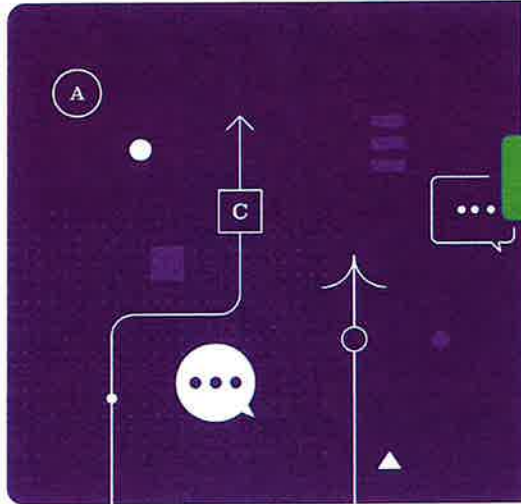
Expires On: 12/31/2025

Phone:

"false"}\

Phone:

"false"}\



THE INTELLIGENT Growth Engine

Upgrade to the Next Generation of Amira

See What's Coming for Istation and
Amira Customers

Asses. Instruct. Tutor. Upgrading to the new Amira's A-I-T Reading Suite ensures deeper insights, core-aligned instruction, and research-validated tutoring that translates to **reading growth for every student.**

Assess with Accuracy—More Measurement Points, Deeper Insight

The upgraded Amira ISIP is more powerful than ever, offering **criterion- and norm-referenced insights and new ways to assess reading skills**. With unmatched precision, Amira measures more skills, analyzes more data points, and provides deeper insights. It is the best of both Istation and Amira!

You get:

- ❑ **Science of Reading-Based, Productive Assessment** – A read-aloud, AI-driven assessment that evaluates reading skills across Scarborough’s Reading Rope in 20 minutes or less, in both English and Spanish.
- ❑ **Comprehensive & Adaptive Skill Measurement** – Goes beyond Oral Reading Fluency (ORF) to assess decoding, phonemic awareness, spelling/encoding, vocabulary, and listening comprehension, adapting to keep students in their Zone of Proximal Development (ZPD).
- ❑ **AI-Proctored, Teacher-Friendly Design** – Amira proctors, models, listens, measures, and analyzes in real time—eliminating the need for extensive teacher training, manual scoring, and time-consuming data analysis.
- ❑ **Norm & Criterion-Referenced Insights** – Provides dynamic, actionable reports, including longitudinal growth tracking, tiered and group reports, grade level achievement scores, and state standards-based insights.

Why It Matters:

With **10x more measurement points captured** than traditional computer adaptive tests, Amira provides an equitable, non-biased, research-based measure of student progress, ensuring early identification of reading challenges.

Instruct: Align Your Instructional Framework to Student Needs in Real Time

Amira Instruct connects Assess and Tutoring to core-aligned strategies that make every teaching moment intentional. By **driving core-coherence**, it ensures instruction is purposeful and moves every student forward with next steps directly connected to your core scope and sequence.

You get:

- ❑ **Curriculum-Coherent AI Lesson Planner** – Morphs to a district's core curriculum scope and sequence, ensuring every instructional moment is tied to your instructional framework.
- ❑ **Core-Coherent Assignments** – Teachers can group Tier 1, 2, and 3 students by skill need, assign micro-lessons aligned to their curriculum, and track progress across Scarborough's Reading Rope, ensuring cohesion between assessment, instruction, and practice.
- ❑ **Diagnostic-Driven, Individualized Instruction** – AI morphs to district curricula, generating Individualized Reading Instruction Plans (IRIPs) that map directly to scope and sequence.
- ❑ **Action Alerts & Real-Time Data Updates** – Surfaces the most critical insights, ensuring no student slips through the cracks and guiding educators to the next best step in instruction.
- ❑ **Amira Bot for Instant Teacher Support** – AI-powered assistance directly within the dashboard, answering instructional questions on demand.

Why It Matters:

Amira Instruct doesn't just deliver differentiated instruction—it drives coherence by ensuring that assessment, instruction, and tutoring work as a seamless system within your instructional framework. Teachers teach and AI handles the heavy lifting – keeping daily and weekly literacy goals aligned to core instruction. No other company offers this novel technology!

Tutor: Evidence-Based, AI-Guided 1:1 Support

Amira Tutor delivers high-dosage, **research-backed reading practice that outperforms human tutoring**, helping students build fluency, comprehension, and confidence.

You get:

- ❑ **Individualized, Productive Practice** – Students engage by reading aloud in structured, daily formative diagnostics aligned with the Science of Reading.
- ❑ **Real-Time Micro-Interventions** – AI delivers just-in-time scaffolding, using research-based techniques like Elkonin sound boxes and explicit decoding strategies.
- ❑ **Socratic Dialogue for Comprehension** – Builds inferencing, vocabulary, and deep reading skills through guided discussion with fluent students.
- ❑ **Expanded Micro-Lesson Library** – Now includes hundreds of additional micro-interventions enhancing fluency, decoding, and comprehension.
- ❑ **Core-Coherent Practice** – Directly links to teacher-assigned skills in Instruct, ensuring tutoring aligns with classroom instruction.

Why It Matters:

Amira Tutor has been independently validated to accelerate reading growth, generating **8 to 17 additional weeks of progress annually**, surpassing traditional interventions. We've got the evidence to prove it!

Why Upgrade?

- ❑ **A Fully Integrated A-I-T Learning Cycle** – With the power of AI, assessment informs instruction, instruction powers tutoring, and tutoring reinforces assessment, creating a seamless growth engine for students.
- ❑ **Built for Science of Reading-Aligned Districts** – Supports structured literacy approaches and ensures instructional coherence at every level, for all tiers.
- ❑ **Less Testing, More Learning** – Screening and progress monitoring happen seamlessly during the reading block—no extra testing time needed. Students stay engaged, unaware they're being assessed, while teachers get real-time insights for timely interventions.
- ❑ **Expanded Micro-Lesson Library** – Now includes hundreds of additional micro-interventions enhancing fluency, decoding, and comprehension.
- ❑ **Core-Coherent Practice** – Directly links to teacher-assigned skills in Instruct, ensuring tutoring aligns with classroom instruction.

Amira's **next-generation AI solution** ensures that every student receives the precise support they need—at the right time, in the right way.

Contact your Amira Learning representative to learn more about current customer special pricing - this year only!

Effective June 2024, Istation is a 100% wholly owned subsidiary of Amira Learning, Inc. As part of our integration efforts and to enhance efficiency across our organization, we are integrating our financial and banking structures under a single Federal Employer Identification Number (FEIN).

Effective immediately, all transactions, invoices, and financial documentation should be processed using the following federal employer identification number and banking information:

Federal Employer Identification Number (FEIN): 82-2207220

Banking Information

ACH Payments (preferred):

Bank Name: Western Alliance Bank

ABA Routing Number: 121143260

Bank Address: One East Washington Street Ste 2500 Phoenix, Arizona 85004 U.S.A

Account Name: Amira Learning Inc

Account Number: 8996514912

Beneficiary Address: 5214f Diamond Heights Blvd # 3255 San Francisco, CA 94131

Check Payments:

Amira Learning Inc

PO BOX 92448

Las Vegas, NV 89193-2448

(Note: Please do not send check payments to the beneficiary address noted on the W-9.

Check payments should be sent to Amira Learning, Inc.'s lockbox, which is administered by Western Alliance Bank. This address differs from the one listed on the W-9.)

To assist in updating your records, we have attached the following documents:

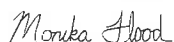
- Amira Learning, Inc. Form W-9
- Official Banking Letters confirming our updated banking details

Please update your records to reflect this change and ensure that all future payments and correspondence are directed accordingly.

If you have any questions or require additional information, please do not hesitate to reach out to AccountsReceivable@amiralearning.com.

We appreciate your partnership and cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Monika Flood".

Monika Flood, CFO

Amira Learning, Inc.

Request for Taxpayer Identification Number and Certification

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Amira Learning, Inc.	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 5214F Diamond Heights Blvd #3255	Requester's name and address (optional)
6 City, state, and ZIP code San Francisco, CA 94131		
7 List account number(s) here (optional) Remit to: P.O. Box 92448, Las Vegas, NV 89193-2448		

Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
			-				-		
or									
Employer identification number									
8	2	-	2	2	0	7	2	2	0

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person *Monika Hood*

Date April 27, 2025

General Instructions

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

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

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**STUDENT DATA PRIVACY AGREEMENT BETWEEN
THE RANCHO SANTA FE SCHOOL DISTRICT AND
Amira**

This Student Data Privacy Agreement (hereafter, “DPA”) is entered into on September 12th, 2025 (the “Effective Date”) and is entered into by and between the RANCHO SANTA FE SCHOOL DISTRICT (hereafter, “District”) and Amira (hereafter, “Provider”). The Parties agree to the terms as stated herein.

WHEREAS, the Provider is providing educational, digital services to the District, pursuant to a separate agreement (hereafter, “Service Agreement”), which is attached hereto as **Exhibit 1** and incorporated herein by reference as if stated herein full; and

WHEREAS, in order to provide the services described in the Service Agreement, the Provider may receive or create, and the District may provide documents or data that are covered by several federal statutes, among them, the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. § 1232g (34 CFR Part 99), the Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. §§ 6501-6506; and the Protection of Pupil Rights Amendment (“PPRA”) 20 U.S.C. § 1232h; and

WHEREAS, the Provider and the District recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable state and federal laws and regulations; and

WHEREAS, the documents and data transferred from the District and created by the Provider’s services are also subject to California state student privacy laws, including AB 1584, found at California Education Code Section 49073.1, and the Student Online Personal Information Protection Act (“SOPIPA”) found at California Business and Professions Code section 22584; and

WHEREAS, for the purposes of this DPA, Provider is a school official with legitimate educational interests in accessing educational records pursuant to the Service Agreement; and

WHEREAS, the Parties wish to enter into this DPA to ensure that the Service Agreement conforms to the requirements of all applicable state and federal privacy laws and to establish implementing procedures and duties; and

NOW THEREFORE, for good and valuable consideration, the District and Provider agree as follows:

ARTICLE I. DEFINITIONS, PURPOSE AND SCOPE

1. **DPA Definitions.** The definition of terms used in this DPA are set forth in **Exhibit 2**. In the event of a conflict regarding Student privacy protections, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement.
2. **Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect student data transmitted to Provider from the District pursuant to the Service Agreement, including compliance with all applicable statutes, including but not limited to the FERPA, PPRA, COPPA, SOPIPA, AB 1584, and other applicable California State laws, all as may be amended from time to time. In performing services under the Service Agreement, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the District. With respect to the use and maintenance of Student Data, Provider shall be under the direct control and supervision of the District. Provider's access to and use of Student Data shall be for the use and benefit of the District, and not for its own commercial purposes.
3. **Nature of Services Provided.** The Provider has agreed to provide digital educational products and services described in the Services Agreement attached as **Exhibit 1**.
4. **Student Data to Be Provided.** The Parties shall indicate the categories of student data to be provided in the Schedule of Data, attached hereto as **Exhibit 3**.

ARTICLE II. DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data is Property of the District.** Provider acknowledges that all Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the District. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the District. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the District as it pertains to the use of Student Data, notwithstanding the above. Provider may transfer Student-Generated Content to a separate account, according to the procedures set forth below.
2. **Parent Access.** The District shall establish reasonable procedures in compliance with the law by which a parent, legal guardian, or eligible student may review Student Data in the student's records, correct erroneous information, and procedures for the

transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty-five (45) days from the date of the request) to the District's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the District, who will follow the necessary and proper procedures regarding the requested information.

3. **Separate Account.** If Student-Generated Content is stored or maintained by the Provider as part of the services described in the Service Agreement attached hereto as **Exhibit 1**, Provider shall, at the request of the District, transfer, or provide a mechanism for the District to transfer, said Student-Generated Content to a separate, personal account created by or for the student who generated the content; provided, however, such transfer shall only apply to pupil generated content that is severable from the Service.
4. **Third Party Request.** Should a Third Party, including law enforcement and government entities, contact Provider with a request for data held by the Provider pursuant to the Service Agreement, the Provider shall direct the Third Party to request the data directly from the District and promptly notify the District of such a request.
5. **Subprocessors.** Provider may contract with third-party subprocessors to provide the services specified herein. Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner consistent with the terms of this DPA. Provider shall take reasonable steps in accordance with industry standards to ensure that Subprocessors are maintaining the confidentiality of Student Data in accordance with this DPA. Provider shall identify all Subprocessors upon reasonable, written request from the District.

ARTICLE III. DUTIES OF THE DISTRICT

1. **Provide Data in Compliance with Applicable Privacy Laws.** The District shall provide Student Data for the purposes of the Service Agreement in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time, including FERPA, COPPA, PPRA, SOPIPA, and AB 1584, and all other applicable California state and federal privacy statutes.
2. **Annual Notification of Rights.** The District has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)) to School Officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

3. **Reasonable Precautions.** The District shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted data.
4. **Unauthorized Access Notification.** The District shall notify Provider promptly of any known unauthorized access. The District will reasonably assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV. DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time, including FERPA, COPPA, PPRA, SOPIPA, AB 1584 and all other California privacy statutes.
2. **Authorized Use.** The data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in the Agreement attached hereto as **Exhibit 1** and/or otherwise authorized under the statutes referred to in Article IV, subsection 1, above. Provider also acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, meta data, user content or other non-public information and/or personally identifiable information contained in the Student Data, without the express written consent of the District.
3. **Employee Obligation.** Provider shall require all of Provider's employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each subprocessor or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.**
 - a. Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or permitted by the District or this DPA. Provider will not disclose, share, or sell Student Data to any third party.
 - b. This prohibition against disclosure shall not apply to de-identified student data from education records for the purpose of education research as any other member of the public or party would be able to use de-identified data pursuant to FERPA, 34 CFR 99.31(b).

- c. This prohibition against disclosure shall not apply to subprocessors who are performing services on behalf of the Provider and who are aware of this DPA and have agreed to be bound by the same terms.
 - a. Provider may also disclose confidential information as required to comply with binding orders of governmental entities that have jurisdiction over it or as otherwise required by law, provided that the Provider (i) gives the District reasonable written notice to allow the District to seek a protective order or other appropriate remedy (except to the extent the Provider's compliance with the foregoing would cause it to violate a court order or other legal requirement), (ii) discloses only such information as is required by the governmental entity or otherwise required by law, and (iii) uses commercially reasonable efforts to obtain confidential treatment for any confidential information so disclosed.
- 5. De-Identified Data.** Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA. Provider's use of De-Identified Data shall survive termination of this DPA or any request by the District to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer deidentified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the District who has provided prior written consent for such transfer. Prior to publishing any document that names the District explicitly or indirectly, the Provider shall obtain the District's written approval of the manner in which de-identified data is presented.
- 6. Disposition of Data.**
- a. Provider certifies that a pupil's records shall not be retained or available to Provider upon completion of the terms of the Services Agreement, except for a case where a pupil chooses to establish or maintain an account with Service Provider for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content, or by transferring pupil-generated content to a personal account.
 - b. Upon written request from the District, Provider shall dispose of or provide a mechanism for the District to transfer Student Data obtained under the Service Agreement when it is no longer needed for the purpose for which it was obtained within sixty (60) days of the date of said request and according to schedule **Exhibit 4**, Directive for Disposition of Data, or as the Parties may otherwise agree in a writing executed and agreed to by both Parties. This includes the right of the District to request partial disposal of Student Data obtained under the Service Agreement that is no longer needed periodically during the term of the Service Agreement.

- c. Upon termination of this DPA, Provider shall, at least **sixty (60)** prior to disposition of the data, notify the District in writing of its option to transfer data to a separate account and sixty (60) following termination of the DPA, Provider shall dispose of all Student Data as provided for in **Exhibit 4**, Directive for Disposition of Data. Provider shall provide written notification to the District when the Student Data has been disposed. Nothing in the Service Agreement authorizes Provider to maintain Student Data obtained under the Service Agreement beyond the time period reasonably needed to complete the disposition. Provider's duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account, in the custody and control of the student and/or their parent/guardian(s).
7. **Advertising Prohibition.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising or other commercial efforts by Provider; or (b) develop a profile of a student, family member/guardian or group, for any commercial purpose other than providing the Service to the District; (c) or use the Student Data for the development of commercial products or services other than as necessary to provide Services to the District. This section does not prohibit Provider from using Student Data for adaptive learning or customized student learning (including generating personalized learning recommendations or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits.
8. **Protection of Pupil Rights Amendment (PPRA).** The District must pre-approve any survey, analysis, or evaluation Provider administers or intends to administer to Students pursuant to the Service Agreement. In the event that Provider intends to administer a survey, analysis, or evaluation to students, Provider will provide reasonable, advance written notice to the District so that the District can reasonably notify parent/guardian(s) beforehand.

ARTICLE V. DATA PROVISIONS

1. **Data Storage.** Where required by applicable law, Student Data shall be stored within the United States. Upon request of the District, Provider will provide a list of the locations where Student Data is stored.
2. **Audits.** No more than once a year, or following unauthorized access, the Provider will cooperate reasonably with the District and any local, state, or federal agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or the District, and shall provide reasonable access to the Provider's staff, agents and the District's Student Data and all records pertaining to the Provider, the District and delivery of Services to the

District. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

- 3. Data Security.** The Provider agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect Student Data from unauthorized disclosure or access, acquisition, destruction, use, or modification by an unauthorized person. The Provider shall adhere to all applicable state and federal laws relating to data security. The Provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards and shall have its framework identified in **Exhibit 5**. Any exclusions, variations, or exemptions to the approved Cybersecurity Framework must be detailed in writing, attached hereto as a separate Exhibit, and approved by the District's Director of Technology. The Parties agree that adequate data security measures shall include but are not limited to:

- a. Passwords and Employee Access. Provider shall secure usernames, passwords, and any other means of gaining access to the Services or to Student Data, per industry standards with at minimum the National Institute of Standards and Technology ("NIST") Special Publication Digital Authentication Guideline. Provider shall only provide access to Student Data to employees or contractors that are performing the services. Employees with access to Student Data shall have signed confidentiality agreements regarding said Student Data. All employees with access to Student Records shall be subject to criminal background checks in compliance with state and local ordinances.
- b. Destruction of Data. Provider shall destroy or delete all Student Data obtained under the Service Agreement when it is no longer needed for the purpose for which it was obtained, or transfer said data to the District or the District's designee, according to the procedure identified in Article IV, above. Nothing in the Service Agreement authorizes Provider to maintain Student Data beyond the time period reasonably needed to complete the disposition.
- c. Security Protocols. Both Parties agree to maintain security protocols that meet industry standards in the transfer or transmission of any data, including ensuring that data may only be viewed or accessed by parties legally allowed to do so. Provider shall maintain all data obtained or generated pursuant to the Service Agreement in a secure digital environment and not copy, reproduce, or transmit data obtained pursuant to the Service Agreement, except as necessary to fulfill the purpose of data requests by the District.
- d. Employee Training. The Provider shall provide periodic security training to those of its employees who operate or have access to the system. Further,

Provider shall provide the District with contact information of an employee who the District may contact if there are any security concerns or questions.

- e. Security Technology. When the service is accessed using a supported web browser, Provider shall employ industry standard measures to protect data from unauthorized access. The service security measures shall include server authentication and data encryption. Provider shall host data pursuant to the Service Agreement in an environment using a firewall that is updated according to industry standards.
- f. Security Coordinator. If different from the designated representative identified in Article VI, section 11, Provider shall provide the name and contact information of Provider's Security Coordinator for the Student Data received pursuant to the Service Agreement.
- g. Subprocessors Bound. Provider shall enter into written agreements whereby Subprocessors agree to secure and protect Student Data in a manner consistent with the terms of this DPA. Provider shall periodically conduct or review compliance monitoring and assessments of Subprocessors to determine their compliance with this Article. If a Subprocessor's data is compromised or breached, the Provider has a duty to promptly ensure that the District is notified.
- h. Periodic Risk Assessment. Provider further acknowledges and agrees to conduct digital and physical periodic (no less than semi-annual) risk assessments and remediate any identified security and privacy vulnerabilities in a timely manner.

4. Data Breach. In the event that Student Data is accessed or obtained by an unauthorized individual, Provider shall provide notification to the District within a reasonable amount of time of the incident, and not exceeding forty-eight (48) hours. Provider shall follow the following process:

- a. The security breach notification shall be written in plain language, shall be titled "Notice of Data Breach," and shall present the information described herein under the following headings: "What Happened," "What Information Was Involved," "What We Are Doing," "What The District Can Do," and "For More Information." Additional information may be provided as a supplement to the notice.
- b. The security breach notification described above shall also include the following information to the extent known by the Provider. The security breach notification shall be reasonably supplemented by Provider as new information becomes available:

- i. A list of the types of Student Data or other personal information that were or are reasonably believed to have been the subject of a breach.
 - ii. If the information is possible to determine at the time the notice is provided, then either: (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iii. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
 - iv. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
- c. Upon request of the District, Provider may also provide information about what the District has done to protect individuals whose information has been breached, and advice on steps that the person whose information has been breached may take to protect himself or herself.
- d. Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
- e. Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide the District, upon request, with a summary of said written incident response plan.
- f. The District shall provide notice and facts surrounding the breach to the affected students, parents, or guardians. Provider is prohibited from directly contacting parent, legal guardian or eligible pupil unless expressly requested by the District. If the District requests Provider's assistance providing notice of unauthorized access, and such assistance is not unduly burdensome to Provider, Provider shall notify the affected parent, legal guardian, or eligible pupil of the unauthorized access, which shall include the information listed in subsections (b) and (c), above. If requested by the District, Provider shall reimburse the District for costs incurred to notify parents/families of a breach not originating from the District's use of the Service.

- g. In the event of a breach originating from the District's use of the Service, Provider shall cooperate with the District to the extent necessary to expeditiously secure Student Data.

ARTICLE VI. MISCELLANEOUS

1. **Term.** The Provider shall be bound by this DPA for the duration of the Service Agreement or as long as the Provider maintains any Student Data, whichever occurs later.
2. **Termination.** This DPA is intended to remain in place during the term that Provider is providing services to the District pursuant to the Service Agreement and therefore this DPA may only be terminated if the Service Agreement has lapsed or has been terminated.
3. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall dispose of all of the District's Student Data pursuant to Article IV and Exhibit 4.
4. **Priority of Agreements.** This DPA shall govern the treatment of Student Data and Provider's compliance with the privacy protection associated with the collection, storage, and use of the Student Data as set forth herein, including those found in FERPA, PPRA, COPPA, AB 1854, and all applicable privacy statutes. In the event there is conflict between the DPA and the Service Agreement, as defined herein, and/or any other writing, related to student privacy protections, the terms of this DPA shall apply and take precedence and all conflicts shall be resolved in favor of providing the most protection to Student Data. In the event there is conflict between the terms of the DPA and any applicable state or federal law or regulation, as may be amended in the future, governing student privacy, the conflict shall be resolved in favor of providing the most protection to Student Data.
5. **Entire Agreement.** This DPA, including the referenced Exhibits, and the Service Agreement, constitute the entire agreement of the Parties relating to maintaining the privacy of student data. To the extent that there is any conflict or ambiguity in the terms of the DPA, Service Agreement, and/or Exhibits, the Parties agree that all ambiguities and/or conflicts shall be resolved in favor of affording the greatest protection to Student Data and student privacy. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

6. **Severability.** Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
7. **Governing Law; Venue and Jurisdiction.** This DPA will be governed by and construed in accordance with the laws of the State of California, without regard to conflicts of law principles. Each party consents and submits to the sole and exclusive jurisdiction to the state and federal courts for the county of San Diego for any dispute arising out of or relating to this DPA or the transactions contemplated hereby.
8. **Successors Bound.** This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the District no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The District has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.
9. **Authority.** Each Party represents that it is authorized to bind to the terms of this DPA, including confidentiality, disposition, and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees, or contractors who may have access to the Student Data and/or any portion thereof.
10. **Waiver.** No delay or omission by either Party to exercise any right hereunder shall be construed as a waiver of any such right and both Parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.
11. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representatives for the District for this DPA is:

Attn: Jamil Soltani
Director of Technology & Cybersecurity
Rancho Santa Fe School District
jsoltani@rsf.k12.ca.us

Copy: Kim Pinkerton
Superintendent
Rancho Santa Fe School District
kpinkerton@rsf.k12.ca.us

The designated representative for the Provider for this DPA is:

Attn: Pete Jungwirth
Title: CTO
Amira Learning, Inc.
info@amiralearning.com
5214F Diamond Heights Blvd #3255
San Francisco, CA 94131

12. Counterparts. This Agreement may be executed in counterparts, such that the signatures (wet or electronic) appear on separate signature pages. A copy or original of this document with all signature pages appended together will be deemed a fully executed, original Agreement.

13. Exhibits. The Parties understand and agree that Exhibits 1, 2, 3, 4, and 5 are attached to this DPA and incorporated herein by reference as if stated herein full. Any modifications to any of the Exhibits must be done by way of a written amendment.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written below.

FOR THE DISTRICT:

Kim Pinkerton
Superintendent
Rancho Santa Fe School District
Date: _____

FOR PROVIDER:



Amira Learning, Inc.
Pete Jungwirth
Contractor
Date: 9/11/2025

EXHIBIT 1
SERVICE AGREEMENT

Attached hereto is a copy of the Service Agreement which describes the services Provider will be providing to the District. (As used herein, “Service Agreement” refers to the Contract, Purchase Order or Terms of Service or Terms of Use.) **PLEASE BE SURE TO ATTACH SERVICE AGREEMENT**

EXHIBIT 2

DEFINITIONS

1. **AB 1584:** The statutory designation for what is now California Education Code § 49073.1, relating to pupil records.
2. **De-Identified Data and De-Identification:** Records and information are considered to be de-identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.
3. **Educational Records:** Means both of the following: (1) Any information that directly relates to a student that is maintained by the District and (2) any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other District employee. For the purposes of this Agreement, Educational Records also mean "Education Records," "Pupil Records, and "Student Personal Information," all of which are deemed "Student Data" for the purposes of this agreement.
4. **Metadata:** means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.
5. **Operator:** means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K-12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with the District to provide a service to the District shall be considered an "operator" for the purposes of this section.
6. **Provider:** For purposes of the DPA, the term "Provider" means the provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data, and with whom the District is contracting with. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.
7. **Student-Generated Content:** The term "student-generated content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

- 8. School Official:** For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and redisclosure of personally identifiable information from Education Records.
- 9. Service Agreement:** Refers to the Contract, Purchase Order or Terms of Service or Terms of Use between the District and Provider.
- 10. Student Data:** Student Data includes any data, whether gathered by Provider or provided by the District or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to, information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "personally identifiable information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. The Student Data to be collected or processed by the Provider pursuant to the Services is set forth in **Exhibit 3**. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Provider's services. In the event that there is an ambiguity as to whether data meets the definition of Student Data, the Parties agree to resolve all ambiguities in favor of providing the most protection to students.
- 11. Subprocessor:** For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than the District or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.
- 12. Targeted Advertising:** means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

EXHIBIT 3
SCHEDULE OF DATA

It is the responsibility of Provider to fill out this schedule before the DPA is executed by both Parties.

Category of Data	Elements	Check If Used by Your System
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.	<input checked="" type="checkbox"/>
	Other application technology meta data-Please specify:	Browser User Agent
Application Use Statistics	Meta data on user interaction with application	<input checked="" type="checkbox"/>
Assessment	Standardized test scores	<input type="checkbox"/>
	Observation data	<input checked="" type="checkbox"/>
	Other assessment data-Please specify:	
Attendance	Student school (daily) attendance data	<input type="checkbox"/>
	Student class attendance data	<input type="checkbox"/>
Communications	Online communications captured (emails, blog entries)	<input type="checkbox"/>
Conduct	Conduct or behavioral data	<input type="checkbox"/>
Demographics	Date of Birth	<input type="checkbox"/>
	Place of Birth	<input type="checkbox"/>
	Gender	<input type="checkbox"/>
	Ethnicity or race	<input type="checkbox"/>
	Language information (native, or primary language spoken by student)	<input checked="" type="checkbox"/>
	Other demographic information-Please specify:	
Enrollment	Student school enrollment	<input checked="" type="checkbox"/>
	Student grade level	<input checked="" type="checkbox"/>
	Homeroom	<input type="checkbox"/>
	Guidance counselor	<input type="checkbox"/>
	Specific curriculum programs	<input type="checkbox"/>
	Year of graduation	<input type="checkbox"/>
	Other enrollment information-Please specify:	Class enrollment
Parent/Guardian Contact Information	Address	<input type="checkbox"/>
	Email	<input type="checkbox"/>
	Phone	<input type="checkbox"/>

Category of Data	Elements	Check If Used by Your System
Parent/Guardian ID	Parent ID number (created to link parents to students)	<input type="checkbox"/>
Parent/Guardian Name	First and/or Last	<input type="checkbox"/>
Schedule	Student scheduled courses	<input type="checkbox"/>
	Teacher names	<input checked="" type="checkbox"/>
Special Indicator	English language learner information	<input type="checkbox"/>
	Low income status	<input type="checkbox"/>
	Medical alerts/ health data	<input type="checkbox"/>
	Student disability information	<input type="checkbox"/>
	Specialized education services (IEP or 504)	<input type="checkbox"/>
	Living situations (homeless/foster care)	<input type="checkbox"/>
	Other indicator information-Please specify:	
Student Contact Information	Address	<input type="checkbox"/>
	Email	<input type="checkbox"/>
	Phone	<input type="checkbox"/>
Student Identifiers	Local (School district) ID number	<input checked="" type="checkbox"/>
	State ID number	<input checked="" type="checkbox"/>
	Provider/App assigned student ID number	<input checked="" type="checkbox"/>
	Student app username	<input checked="" type="checkbox"/>
	Student app passwords	<input checked="" type="checkbox"/>
Student Name	First and/or Last	<input checked="" type="checkbox"/>
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	<input checked="" type="checkbox"/>
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	<input type="checkbox"/>
Student Survey Responses	Student responses to surveys or questionnaires	<input type="checkbox"/>
Student work	Student generated content; writing, pictures, etc.	<input type="checkbox"/>
	Other student work data -Please specify:	
Transcript	Student course grades	<input type="checkbox"/>
	Student course data	<input type="checkbox"/>
	Student course grades/ performance scores	<input type="checkbox"/>

Category of Data	Elements	Check if Used by Your System
	Other transcript data - Please specify:	
Transportation	Student bus assignment	<input type="checkbox"/>
	Student pick up and/or drop off location	<input type="checkbox"/>
	Student bus card ID number	<input type="checkbox"/>
	Other transportation data – Please specify:	
Other	Please list each additional data element used, stored, or collected by your application:	
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	<input type="checkbox"/>

EXHIBIT 4
DIRECTIVE FOR DISPOSITION OF DATA

Upon reasonable request of the District during the Service Agreement for disposition of data no longer necessary to provide Services, and/or after the expiration or termination of the Service Agreement between Provider and District, Provider shall dispose of the data as follows:

Unless the Parties otherwise agree to a different disposition of data in writing, Provider shall permanently destroy all Student Data within sixty (60) days or as soon as commercially practicable, whichever is sooner, and shall confirm the deletion of Student Data to the District by way of a written communication.

Deletion shall include (1) the shredding of any hard copies of any Student Data; (2) erasing; or (3) otherwise removing the personal information in those records.

FOR THE DISTRICT:

Kim Pinkerton
Superintendent
Rancho Santa Fe School District
Date: _____

FOR PROVIDER:


 Pete Jungwirth
Amira Learning, Inc.
Pete Jungwirth
Contractor
Date: 9/11/2025

EXHIBIT 5
DATA SECURITY REQUIREMENTS

Provider agrees to use the following cybersecurity framework(s) which Provider represents are credible, conform with industry standard, and can satisfactorily protect all Student Data in order to fulfill the terms of this Agreement:

It is the responsibility of Provider to fill out this schedule before the DPA is executed by both Parties.

Cybersecurity Frameworks

	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
<input type="checkbox"/>	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
<input checked="" type="checkbox"/>	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
<input type="checkbox"/>	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
<input type="checkbox"/>	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
<input type="checkbox"/>	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)

[INSERT ANY ADDITIONAL DATA SECURITY REQUIREMENTS HERE IF APPLICABLE.]

**RANCHO SANTA FE SCHOOL DISTRICT
AGREEMENT FOR ROUTINE MAINTENANCE SERVICES**

Contract Date: October 14, 2025

Contract Number: 10142025

This Agreement for Routine Maintenance Services (hereafter, "Contract") is entered into this 1st day of October 14, 2025 ("Effective Date"), by and between the Rancho Santa Fe School District, (hereafter, the "District") and Applied Mechanical Solutions, Inc. (hereafter, "Contractor"). The District and Contractor may hereafter be collectively referred to as the "Parties." The Parties hereby agree to the following:

1. Services and Materials to be Provided by Contractor:

Contractor shall provide all labor and materials to remove and install (2) new OEM Factory Coated condenser coils and restore Chiller to service as set forth in the "Description of Work" and "Scope of Work" in the attached Proposal.

2. Term of Agreement:

The term of this Agreement is from October 14, 2025 through June ^a30, 2026.

3. Compensation:

The total amount of this contract shall not exceed **Twenty Two Thousand, Nine Hundred Ten Dollars (\$22,910.00)** In exchange for Contractor performing the services requested by the District under this Contract, Contractor shall be paid in an amount calculated consistent with the hourly rate schedule set forth in Exhibit A, or alternatively, in an amount equal to any Service Quotation prepared by Contractor. Any such Service Quotation must be in writing and approved by the District's Superintendent prior to any work being performed by Contractor.

Upon presentation of an invoice the District for services rendered, Contractor shall be paid within 30 days.

4. Standard of Care and Supervision:

Contractor shall perform, diligently prosecute, and complete the services provided in this Contract in a good and workmanlike. Contractor shall provide competent supervision of personnel employed on the job site, use of equipment, and quality of workmanship.

5. Certification Re Contractor's License:

By signing this Contract, Contractor certifies that Contractor holds all required licenses to perform the services provided for this in this Contract and that Contractor understands that failure to maintain any required license in good standing throughout the

performance of the Contract may result in discipline and/or other penalties pursuant to the California Business and Professions Code, and may constitute a material breach of this Contract subject to all available remedies under this Contract and at law and equity.

6. **Labor, Materials, and Equipment:**

Contractor shall furnish all tools, equipment, apparatus, transportation, labor, and material necessary to furnish the services herein described, with such services to be performed at such times and places as directed by and subject to the approval of the authorized District representative. Unless otherwise specified, all materials shall be new and previously unused, and of the manufacturer's latest model or the best of their respective kinds and grades as noted or specified, and workmanship shall be of good quality.

7. **Employee Benefits:**

Contractor shall be responsible for all salaries, payments, insurance, and benefits for all of Contractor's officers, agents, and employees in performing services pursuant to this Contract.

8. **Independent Contractor Status:**

While engaged in carrying out the services provided for in this Contract, Contractor and all of its officers, agents, and employees, are acting as an independent contractor, and not an officer, employee, agent, partner, or joint venture of the District. Contractor shall be solely responsible for its own Workers' Compensation insurance, taxes, and other similar charges or obligations. Contractor shall be liable for its own actions, including its negligence or gross negligence, and shall be liable for the acts, omissions, or errors of its agents or employees.

9. **Workers' Compensation Insurance:**

Contractor understands and agrees that Contractor and all of its officers, agents, and employees are not eligible for workers' compensation coverage by the District. Contractor agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are providing services as set forth in this Contract. In the event a claim under the provisions of the California Workers' Compensation Act is filed against the District by an officer, agent, or employee of Contractor, Contractor agrees to defend and hold harmless the District from such claim to the fullest extent permitted by law.

10. Safety and Security:

Contractor is responsible for maintaining safety in the performance of this Contract. Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

11. Fingerprinting Pursuant to Education Code § 45125.1:

In compliance with Education Code § 45125.1, Contractor and any of its agents, representatives, or employees who foreseeably will have contact with students at the District shall be fingerprinted in a manner authorized by the U.S. Department of Justice (See Educ. Code § 45125.1). Contractor must, upon receipt of the results of the fingerprinting, certify to the District separately in writing that none of the individuals Contractor will assign to perform services for the District has a record of conviction of a serious or violent felony before Contractor shall permit any such individual to perform any service for the District. Any doubt regarding whether an agent, representative, or employee of Contractor is covered by this subsection shall be resolved in favor of that person being fingerprinted as set forth above.

12. Job Site Condition:

The job site shall be in order at all times when work is not actually being performed and shall be maintained in a reasonably clean condition.

13. Correction of Errors:

Contractor shall perform, at its own cost and expense and without reimbursement from the District, any work necessary to correct errors or omissions that are caused by Contractor's failure to perform services according to the standard of care required by the Contract.

14. Termination of Contract:

The District may terminate this Contract for convenience or should Contractor fail to perform any of the terms and conditions hereof at the time and places set forth herein. In the event of such termination, Contractor shall be paid the reasonable value of the services rendered up to the date of such termination, less any payments theretofore made, as exclusively determined by the District, and Contractor hereby expressly waives any and all claims for damages or compensation arising under this Contract in the event of such termination, except as set forth herein.

15. Indemnification:

- A. To the furthest extent permitted by California law, Contractor shall indemnify and hold harmless the District, its agents, representatives, officers, consultants, employees, and volunteers (the "Indemnified Parties") from any and all demands, damages, injuries, losses, expenses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, directly or indirectly arising from, arising out of, connected with, or resulting from, in whole or in part, the performance of this Contract unless the claims are caused wholly by the sole or active negligence or willful misconduct of the Indemnified Parties, as found by a court or arbitrator of competent jurisdiction, in which case Contractor's indemnification and hold harmless obligation shall be reduced by the proportion of the Indemnitees' liability.
- B. Contractor shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at Contractor's own expense, including attorneys' fees and costs, from any and all claims directly or indirectly arising from, arising out of, connected with, or resulting from the performance of this Contract unless the claims are caused wholly by the sole or active negligence or willful misconduct of the Indemnified Parties, as found by a court or arbitrator of competent jurisdiction, in which case, without impacting Contractor's obligation to provide an immediate and ongoing defense of the Indemnified Parties, Contractor's defense obligation shall be retroactively reduced by the proportion of the Indemnitees' liability. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the District.
- C. If the Indemnitees provide their own defense due to failure to timely respond to tender of defense, rejection of tender of defense, or conflict of interest of proposed counsel, Contractor shall reimburse Indemnitees for any expenditures, including reasonable attorney's fees and costs.
- D. The District may retain so much of the moneys due Contractor as shall be considered necessary, until disposition of any such suit, claims or actions for damages or until the District has received written agreement from Contractor that it will unconditionally defend the Indemnified Parties, and pay any damages due by reason of settlement or judgment.
- E. Contractor's defense and indemnification obligations hereunder shall survive the completion of the services provided for in this Contract, including the warranty/guarantee period, and/or the termination of the Contract.

16. Contractor's Insurance:

Contractor shall procure and maintain at all times it performs services under this Contract the following insurance with minimum limits not less than the amount indicated below. If Contractor normally carries insurance in an amount greater than the

minimum amounts required by District, that greater amount shall become the minimum required amount of insurance for purposes of the Contract. Therefore, Contractor hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Contract.

Type of Coverage	Minimum Requirement
Commercial General Liability , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Automobile Liability - Any Auto	
Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000
Workers' Compensation	Statutory Limits
Employer's Liability	\$1,000,000

17. Warranty:

Contractor shall guarantee the workmanship, materials, products and services performed against defective workmanship, defects or failures of materials for a minimum period of one (1) year from the date of performance of the service. Contractor does not warranty any work performed by third parties.

18. Limitation of District Liability:

The District's financial obligations under this Contract shall be limited to the payment of the compensation provided in this Contract. Notwithstanding any other provision of this Contract, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, or lost bonding capacity, arising out of or in connection with this Contract for the services performed in connection with this Contract.

19. Compliance with Law.:

Contractor shall be subject to and shall comply with all federal, State, and local laws and regulations applicable with respect to its performance of services under

thisContract including, but not limited to licensing, employment, purchasing practices, wages, hours, and conditions of employment, including nondiscrimination.

20. Labor Code Requirements:

Contractor shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 -5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars (\$1,000). Copies of the prevailing rate of per diem wages are on file with the District or available online at <http://www.dir.ca.gov/>. In addition, Contractor and each subcontractor shall comply with Chapter 1 of Division 2, Part 7 of the California Labor Code, beginning with Section 1720, and including Section 1735, 1777.5 and 1777.6, forbidding discrimination, and Sections 1776, 1777.5 and 1777.6 concerning the employment of apprentices by Contractor or subcontractors. Willful failure to comply may result in penalties, including loss of the right to bid on or receive public works contracts.

21. Non-Discrimination:

In connection with this Contract and the performance of services, including, but not limited to, in regard to employment practices, Contractor shall comply with, and shall not discriminate or provide preferential treatment in violation of, any and all applicable federal, State, or other anti-discrimination laws, rules, regulations, and requirements, as amended from time to time.

22. Attorneys' Fees and Costs:

Should litigation be necessary to enforce any terms of provisions of this Contract, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorney's fees.

23. Venue and Jurisdiction:

In the event of litigation, the Contract and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or federal court located in San Diego County.

24. Assignment:

No portion of this Contract or any of the services to be performed hereunder may be assigned by Contractor without express written consent of District, and without such consent all services hereunder are to be performed solely by Contractor, its officers, agents and employees.

25. Alterations or Variance:

No alterations to this Contract or variance from the provisions hereof shall be valid unless made in writing and executed by both of the Parties hereto.

26. Severability:

If any provision of this Contract is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Contract.

27. Provisions Required By Law Deemed Inserted:

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.

28. Entire Contract:

This Contract sets forth the entire agreement between the Parties and fully supersedes any and all prior agreements, understandings, written or oral, between the Parties hereto pertaining to the subject matter thereof. To the extent that there is any conflict between the terms and conditions of this Contract and any Service Quotation prepared by Contractor, this Contract shall control.

29. Notices:

Any notice required to be given under this Contract shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, or sent by overnight delivery service, or email addressed as follows:

District

Rancho Santa Fe School District
Kim Pinkerton
Superintendent
PO Box 809
Rancho Santa Fe, CA 92067
kpinkerton@rsf.k12.ca.us

Contractor

Applied Mechanical Solutions, Inc.
Jay Bradley
Owner

Any notice personally given or sent by email shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day after being sent. Any notice given by mail shall be effective three (3) days after deposit in

the United States mail.

30. Counterparts:

This Contract may be executed by facsimile signature, PDF, and in one or more counterparts, each of which shall be deemed to be an original, and which shall together constitute one and the same document.

31. Governing Board Action:

For this Contract to become effective, the Governing Board of the District must take action to approve it in an open meeting of the Governing Board.


IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the date first written below.

FOR THE DISTRICT:

Kim Pinkerton
Superintendent
Rancho Santa Fe School District

Date: _____

FOR THE CONTRACTOR:



Jay Bradley
Owner
Applied Mechanical, Inc.

10/07/2025
Date: _____

Enclosure: Proposal dated July 7, 2025

Proposal



Date
July 7, 2025
September 08, 2025 Rev. 01

Q-25105

Attention:
Jeff Pitt
Rancho Santa Fe Elementary
5927 La Granada
Rancho Santa Fe, CA 92067

Re: Building 400 Chiller Condenser Coils Replacement On Module 1
Location: 5927 La Granada, Rancho Santa Fe, CA 92067

Dear Jeff,

Thank you for giving Applied Mechanical Solutions, Inc. an opportunity to provide a proposal for the above referenced project. Below is a scope of work and fixed fee costs associated with the work. Please let me know if you have any questions concerning this proposal.

Sincerely,

Jay Bradley

Applied Mechanical Solutions, Inc.
2290 Meyers Avenue
Escondido, CA 92029
CL# 976865
Cell 760-807-5222
jbradley@ams-socal.com

Proposal



Building 400 Chiller Condenser Coils Replacement On Module 1

Description of Work

Provide all labor and materials to remove and install (2) new OEM Factory Coated condenser coils and restore Chiller to service.

Scope of Work

1. Schedule work with RSF facilities dept.
2. Secure Chiller lock and tag-out
3. Remove (2) existing coils from Chiller Module 3
4. Provide and install (2) new OEM Coated Condenser Coils
5. Provide and install new filter drier cores
6. Pressurize and leak check circuit with dry N2
7. Evacuate circuit to > 500 microns
8. Provide and charge with new refrigerant
9. Provide and install (1) new OEM suction pressure transducer
10. Restore unit to service and perform operational checks

Pricing

Total cost for the above scope is: _____ **\$22,910.00**

Materials: _____ **\$17,345.00**

Labor: _____ **\$5,565.00**

Notes

1. All work performed during normal business hours.
2. CA sales tax included in the price.
3. Proposal Valid for 30 Days.
4. **Additional hourly labor and services rates cost as follows:**
 - a. Field mechanical rates \$184.00 per hour
 - b. After hour calls are at time and a half of rates above. \$276.00 per hour
 - c. Holidays: AMS recognized Holidays are at double time. \$368.00 per hour
 - d. Prevailing wage mechanical rates \$184.00 per hour
 - e. Holidays recognized by Applied Mechanical Solutions, Inc.:

New Year's Day	Memorial Day	Fourth of July
Labor Day	Thanksgiving Day	Christmas Day

Proposal



1. Exclusions

1. Overtime hours not included.
2. Any work outside of the above scope of work.
3. Delays outside of AMS's control.

2. Client Responsibilities:

1. Provide access to location for equipment delivery
2. Prompt written notice of any changes or items that may affect this agreement.

3. Warranty and Non-Warranty:

1. Includes materials/parts and workmanship warranty is (1) one year.
2. NON-Warranty: any work done by others.

Payment:

All invoices are net 30 days upon equipment delivery. Accounts unpaid beyond the 30 days may be subject to a monthly service charge of 1.5% on the unpaid balance, at the sole discretion of AMS. Progress billing may apply for projects beyond 30 days at prescribed milestones.

In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Applied Mechanical Solutions, Inc. thanks you for this opportunity to serve you. If you have any questions regarding this agreement please call me at **760-807-5222**

Sincerely,

Jay Bradley

Customer Approval _____ Date _____

Purchase Order # _____

**Independent Contractor Service Agreement Between
Rancho Santa Fe School District and**

Contract Date: September 11, 2025

Contract Number: 09.11.2025

This Agreement for independent contracting services (hereafter, "Agreement") is entered into by and between the Rancho Santa Fe School District, (hereafter, the "District") and Roberta Dean

WHEREAS, the District has a need and desires to obtain special services, pursuant to Government Code section 53060, and other applicable laws, and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW THEREFORE, the Parties agree as follows:

1. Services to be Provided by Contractor:

- Ocean Week In Service Program
- Art Instruction for Ocean Week
- Ocean Week Lesson Modeling and Teacher Support
- Travel Expenses

2. Term of Agreement:

The term of this Agreement is from September 11, 2025 through June 30, 2026.

3. Compensation:

In exchange for Contractor providing the services required under this Agreement the District shall pay a total not to exceed \$8,200.00.

Upon presentation of an invoice to the District for services rendered, Contractor shall be paid within 30 days.

4. Employee Benefits:

Contractor shall be responsible for all salaries, payments, insurance, and benefits for all of Contractor's officers, agents, and employees in performing services pursuant to this Agreement.

5. Fingerprinting Pursuant to Education Code § 45125.1:

In compliance with Education Code § 45125.1, Contractor and any of its agents, representatives, or employees who foreseeably will have contact with students at the District shall be fingerprinted in a manner authorized by the U.S. Department of Justice (*See* Educ. Code § 45125.1). Contractor must, upon receipt of the results of the fingerprinting, certify to the District separately in writing that none of the individuals Contractor will assign to perform services for the District has a record of conviction of a serious or violent felony before Contractor shall permit any such individual to perform any service for the District. Any doubt regarding whether an agent, representative, or employee of the Contractor is covered by this subsection shall be resolved in favor of that person being fingerprinted as set forth above.

6. Tuberculosis Testing Pursuant to Education Code § 49406:

In compliance with Education Code § 49406, Contractor shall provide the District with a certificate from an examining physician and surgeon, physician assistant, or nurse practitioner showing that Contractor's officers, agents, and employees who will provide the services required under this Agreement were examined and found free from infectious tuberculosis. For purposes of this requirement "certificate" means a certificate signed by the examining physician and surgeon licensed under Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code, a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, or a nurse practitioner practicing in compliance with Chapter 6 (commencing with Section 2700) of Division 2 of the Business and Professions Code, or a notice from a public health agency that indicates freedom from infectious tuberculosis.

7. Workers' Compensation Insurance:

Contractor understands and agrees that Contractor and all of its officers, agents, and employees are not eligible for workers' compensation coverage by the District. Contractor agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are providing services as set forth in this Agreement. In the event a claim under the provisions of the California Workers' Compensation Act is filed against the District by an officer, agent, or employee of Contractor, Contractor agrees to defend and hold harmless the District from such claim to the fullest extent permitted by law.

8. Termination of Agreement:

The District may terminate this Agreement and will be relieved of all obligations under this Agreement should Contractor fail to perform any of the terms and conditions hereof at the time and places set forth herein. In the event of such termination, Contractor shall be paid the reasonable value of the services rendered up to the date of such termination, less any payments theretofore made, as exclusively determined by the District, and Contractor hereby expressly waives any and all claims

for damages or compensation arising under this Agreement in the event of such termination, except as set forth herein.

9. Status of Contractor:

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, Contractor and all of its officers, agents, and employees are acting as an independent contractor and not as an officer, agent, or employee of the District. The Parties understand and agree that:

- a. Contractor and all of its officers, agents, and employees are free from the control and direction of the District in connection with the performance of services and have the sole discretion to determine how, when, and where to perform services required to achieve the final result.
- b. Contractor and all of its officers, agents, and employees are not District employees and are performing work that is outside the usual course of the District's business.
- c. Contractor and all of its officers, agents, and employees are customarily engaged in an independently established trade, occupation, or business that is of a different nature than the work performed by the District.

10. Indemnification

To the fullest extent permitted by California law, Contractor shall indemnify, defend, and hold harmless the District from any and all claim(s) or damage(s) arising out of its performance of this Agreement and/or its negligence or willful misconduct. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the District. In the event Contractor seeks to settle a claim with a third party on the District's behalf, Contractor must obtain the District's consent to the terms and conditions of any settlement agreement.

For the purpose of this provision, the Parties understand and agree to interpret "damage or claim" to the fullest extent permitted by law, including any damage or claim of any nature, including, but not limited to, personal injury, death, property damage, attorneys' fees and costs, and/or third party claims that arises directly or indirectly out of or results from the performance of the Agreement. The Parties understand and agree that Contractor's duty to indemnify extends to any "damage or claim" as defined herein.

For the purpose of this provision, the Parties understand and agree that "District" is intended to mean the District, as well as its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all demands, losses, liabilities, claims, suits, and actions of any kind. The Parties understand and agree

that Contractor's duty to indemnify extends to these persons to the same extent it applies to the District.

11. Attorneys' Fees:

If suit is brought by either party to this Agreement to enforce any of its terms and the District prevails in such suit, Contractor shall pay all litigation expenses incurred by District, including attorneys' fees, costs, expert witness fees, and investigation expenses.

12. Venue and Jurisdiction:

In the event of litigation, the Agreement and all related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

13. Compliance with Law:

Contractor shall be subject to and shall comply with all Federal, State, and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment, and purchasing practices, and wages, hours, and conditions of employment, including nondiscrimination.

14. Assignment:

No portion of this Agreement or any of the work to be performed hereunder may be assigned by Contractor without express written consent of District, and without such consent all services hereunder are to be performed solely by Contractor, its officers, agents and employees.

15. Alterations or Variance:

No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the Parties hereto.

16. Governing Board Action and Execution of Counterparts.

For this Agreement to become effective, the Governing Board of the District must take action to approve it in an open meeting of the Governing Board.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written below.

FOR THE DISTRICT:

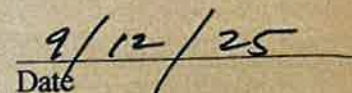
Signature

Date

Kim Pinkerton
Superintendent
Rancho Santa Fe School District

FOR CONTRACTOR:


Signature


Date

Roberta Dean
Contractor

**RANCHO SANTA FE SCHOOL DISTRICT
AGREEMENT FOR ROUTINE MAINTENANCE SERVICES**

Contract Date: October 14, 2025

Contract Number:10.14.2025

This Agreement for Routine Maintenance Services (hereafter, "Contract") is entered into this 14th day of October, 2025 ("Effective Date"), by and between the Rancho Santa Fe School District, (hereafter, the "District") and DM & SONS FIRE PROTECTION (hereafter, "Contractor"). The District and Contractor may hereafter be collectively referred to as the "Parties." The Parties hereby agree to the following:

1. Services to be Provided by Contractor:

Contractor shall provide routine maintenance services to the District's Fire Sprinkler System, including testing, fire exit signs and fire extinguishers and equipment on an as needed basis.

2. Term of Agreement:

The term of this Agreement is from October 14, 2025 through June 30, 2026.

3. Compensation:

The total amount of this contract shall not exceed **Five Thousand Dollars(\$5,000.00)**. In exchange for Contractor performing the services requested by the District under this Contract, Contractor shall be paid in an amount calculated consistent with the hourly rate schedule set forth in Exhibit A, or alternatively, in an amount equal to any Service Quotation prepared by Contractor. Any such Service Quotation must be in writing and approved by the District's Superintendent prior to any work being performed by Contractor.

Upon presentation of an invoice to the District for services rendered, Contractor shall be paid within 30 days.

4. Standard of Care and Supervision:

Contractor shall perform, diligently prosecute, and complete the services provided in this Contract in a good and workmanlike. Contractor shall provide competent supervision of personnel employed on the job site, use of equipment, and quality of workmanship.

5. Certification Re Contractor's License:

By signing this Contract, Contractor certifies that Contractor holds all required licenses to perform the services provided for this in this Contract and that Contractor

understands that failure to maintain any required license in good standing throughout the performance of the Contract may result in discipline and/or other penalties pursuant to the California Business and Professions Code, and may constitute a material breach of this Contract subject to all available remedies under this Contract and at law and equity.

6. Labor, Materials, and Equipment:

Contractor shall furnish all tools, equipment, apparatus, transportation, labor, and material necessary to furnish the services herein described, with such services to be performed at such times and places as directed by and subject to the approval of the authorized District representative. Unless otherwise specified, all materials shall be new and previously unused, and of the manufacturer's latest model or the best of their respective kinds and grades as noted or specified, and workmanship shall be of good quality.

7. Employee Benefits:

Contractor shall be responsible for all salaries, payments, insurance, and benefits for all of Contractor's officers, agents, and employees in performing services pursuant to this Contract.

8. Independent Contractor Status:

While engaged in carrying out the services provided for in this Contract, Contractor and all of its officers, agents, and employees, are acting as an independent contractor, and not an officer, employee, agent, partner, or joint venture of the District. Contractor shall be solely responsible for its own Workers' Compensation insurance, taxes, and other similar charges or obligations. Contractor shall be liable for its own actions, including its negligence or gross negligence, and shall be liable for the acts, omissions, or errors of its agents or employees.

9. Workers' Compensation Insurance:

Contractor understands and agrees that Contractor and all of its officers, agents, and employees are not eligible for workers' compensation coverage by the District. Contractor agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are providing services as set forth in this Contract. In the event a claim under the provisions of the California Workers' Compensation Act is filed against the District by an officer, agent, or employee of Contractor, Contractor agrees to defend and hold harmless the District from such claim to the fullest extent permitted by law.

10. Safety and Security:

Contractor is responsible for maintaining safety in the performance of this Contract. Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

11. Fingerprinting Pursuant to Education Code § 45125.1:

In compliance with Education Code § 45125.1, Contractor and any of its agents, representatives, or employees who foreseeably will have contact with students at the District shall be fingerprinted in a manner authorized by the U.S. Department of Justice (See Educ. Code § 45125.1). Contractor must, upon receipt of the results of the fingerprinting, certify to the District separately in writing that none of the individuals Contractor will assign to perform services for the District has a record of conviction of a serious or violent felony before Contractor shall permit any such individual to perform any service for the District. Any doubt regarding whether an agent, representative, or employee of Contractor is covered by this subsection shall be resolved in favor of that person being fingerprinted as set forth above.

12. Job Site Condition:

The job site shall be in order at all times when work is not actually being performed and shall be maintained in a reasonably clean condition.

13. Correction of Errors:

Contractor shall perform, at its own cost and expense and without reimbursement from the District, any work necessary to correct errors or omissions that are caused by Contractor's failure to perform services according to the standard of care required by the Contract.

14. Termination of Contract:

The District may terminate this Contract for convenience or should Contractor fail to perform any of the terms and conditions hereof at the time and places set forth herein. In the event of such termination, Contractor shall be paid the reasonable value of the services rendered up to the date of such termination, less any payments theretofore made, as exclusively determined by the District, and Contractor hereby expressly waives any and all claims for damages or compensation arising under this Contract in the event of such termination, except as set forth herein.

15. Indemnification:

- A. To the furthest extent permitted by California law, Contractor shall indemnify and hold harmless the District, its agents, representatives, officers, consultants, employees, and volunteers (the "Indemnified Parties") from any and all demands, damages, injuries, losses, expenses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, directly or indirectly arising from, arising out of, connected with, or resulting from, in whole or in part, the performance of this Contract unless the claims are caused wholly by the sole or active negligence or willful misconduct of the Indemnified Parties, as found by a court or arbitrator of competent jurisdiction, in which case Contractor's indemnification and hold harmless obligation shall be reduced by the proportion of the Indemnitees' liability.
- B. Contractor shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at Contractor's own expense, including attorneys' fees and costs, from any and all claims directly or indirectly arising from, arising out of, connected with, or resulting from the performance of this Contract unless the claims are caused wholly by the sole or active negligence or willful misconduct of the Indemnified Parties, as found by a court or arbitrator of competent jurisdiction, in which case, without impacting Contractor's obligation to provide an immediate and ongoing defense of the Indemnified Parties, Contractor's defense obligation shall be retroactively reduced by the proportion of the Indemnitees' liability. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the District.
- C. If the Indemnitees provide their own defense due to failure to timely respond to tender of defense, rejection of tender of defense, or conflict of interest of proposed counsel, Contractor shall reimburse Indemnitees for any expenditures, including reasonable attorney's fees and costs.
- D. The District may retain so much of the moneys due Contractor as shall be considered necessary, until disposition of any such suit, claims or actions for damages or until the District has received written agreement from Contractor that it will unconditionally defend the Indemnified Parties, and pay any damages due by reason of settlement or judgment.
- E. Contractor's defense and indemnification obligations hereunder shall survive the completion of the services provided for in this Contract, including the warranty/guarantee period, and/or the termination of the Contract.

16. Contractor's Insurance:

Contractor shall procure and maintain at all times it performs services under this Contract the following insurance with minimum limits not less than the amount

indicated below. If Contractor normally carries insurance in an amount greater than the minimum amounts required by District, that greater amount shall become the minimum required amount of insurance for purposes of the Contract. Therefore, Contractor hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Contract.

Type of Coverage	Minimum Requirement
Commercial General Liability , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Automobile Liability – Any Auto	
Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000
Workers’ Compensation	Statutory Limits
Employer’s Liability	\$1,000,000

17. Warranty:

Contractor shall guarantee the workmanship, product or service performed against defective workmanship, defects or failures of materials for a minimum period of one (1) year from the date of performance of the service.

18. Limitation of District Liability:

The District’s financial obligations under this Contract shall be limited to the payment of the compensation provided in this Contract. Notwithstanding any other provision of this Contract, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, or lost bonding capacity, arising out of or in connection with this Contract for the services performed in connection with this Contract.

19. Compliance with Law:

Contractor shall be subject to and shall comply with all federal, State, and local laws and regulations applicable with respect to its performance of services under this Contract including, but not limited to licensing, employment, purchasing practices, wages, hours, and conditions of employment, including nondiscrimination.

20. Labor Code Requirements:

Contractor shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars (\$1,000). Copies of the prevailing rate of per diem wages are on file with the District or available online at <http://www.dir.ca.gov/>. In addition, Contractor and each subcontractor shall comply with Chapter 1 of Division 2, Part 7 of the California Labor Code, beginning with Section 1720, and including Section 1735, 1777.5 and 1777.6, forbidding discrimination, and Sections 1776, 1777.5 and 1777.6 concerning the employment of apprentices by Contractor or subcontractors. Willful failure to comply may result in penalties, including loss of the right to bid on or receive public works contracts.

21. Non-Discrimination:

In connection with this Contract and the performance of services, including, but not limited to, in regard to employment practices, Contractor shall comply with, and shall not discriminate or provide preferential treatment in violation of, any and all applicable federal, State, or other anti-discrimination laws, rules, regulations, and requirements, as amended from time to time.

22. Attorneys' Fees and Costs:

Should litigation be necessary to enforce any terms of provisions of this Contract, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorney's fees.

23. Venue and Jurisdiction:

In the event of litigation, the Contract and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or federal court located in San Diego County.

24. Assignment:

No portion of this Contract or any of the services to be performed hereunder may be assigned by Contractor without express written consent of District, and without such consent all services hereunder are to be performed solely by Contractor, its officers, agents and employees.

25. Alterations or Variance:

No alterations to this Contract or variance from the provisions hereof shall be valid unless made in writing and executed by both of the Parties hereto.

26. Severability:

If any provision of this Contract is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Contract.

27. Provisions Required By Law Deemed Inserted:

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included therein.

28. Entire Contract:

This Contract sets forth the entire agreement between the Parties and fully supersedes any and all prior agreements, understandings, written or oral, between the Parties hereto pertaining to the subject matter thereof. To the extent that there is any conflict between the terms and conditions of this Contract and any Service Quotation prepared by Contractor, this Contract shall control.

29. Notices:

Any notice required to be given under this Contract shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, or sent by overnight delivery service, or email addressed as follows:

District

Rancho Santa Fe School District
Kim Pinkerton
Superintendent
PO Box 809
Rancho Santa Fe, CA 92067
kpinkerton@rsf.k12.ca.us

Contractor

DM & SONS FIRE PROTECTION
Sierra Mendoza
35674 Yellowstone St
Winchester, CA 92596
mendozafireprotection@gmail.com

Any notice personally given or sent by email shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day after

being sent. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

30. Counterparts:

This Contract may be executed by facsimile signature, PDF, and in one or more counterparts, each of which shall be deemed to be an original, and which shall together constitute one and the same document.

31. Governing Board Action:

For this Contract to become effective, the Governing Board of the District must take action to approve it in an open meeting of the Governing Board.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the date first written below.

FOR THE DISTRICT:

Signature

Date

Kim Pinkerton
Superintendent
Rancho Santa Fe School District

FOR CONTRACTOR:



Signature

10/02/25

Date

Sierra Mendoza
Operations Manager
DM & SONS FIRE PROTECTION

DM & SONS FIRE PROTECTION

Telephone: (951) 543-1638

C-16 #1096194

Fire Sprinkler Agreement

Date: 9/23/25	Quote #: 25-38
Jobsite: R. Roger Rowe Elementary School 5927 La Granada Rancho Sante Fe, CA 92067	To: Jeff Pitt
From: DM and Sons Fire Protection	Phone: (760) 809-1893
Title: Exit Sign Repair/Replace	Email: jpitt@rsf.k12.ca.us

Scope of Work:

DM & Sons Fire Protection is pleased to submit this proposal to repair/replace (2) exit signs, located at the above referenced job site. The scope of work to be completed is as follows:

- Supply and install (2) new code-compliant LED exit signs, ensuring compliance with NFPA 101, NFPA 70 and local authority having jurisdiction.
- Connect new signs to existing power circuits.
- Test for proper illumination, visibility and function under both normal and emergency power.

This quote is contingent on work being approved and performed.

The total amount to perform this work will be **\$2,835.00** including labor, material, sales tax and travel expenses. This price may vary due to overtime hours and potential material cost.

Please note, the customer is to provide access to all required work areas. Additional fees may apply if a return trip is required due to not being given access to complete scope of work. If DM & Sons finds during the course of work that additional labor and/or materials are needed, work will be stopped and the customer will be advised.

DM & SONS FIRE PROTECTION

Telephone: (951) 543-1638

CA State Contractors License C-16 #1096194

Exclusions:

- Overtime, off hours, and/or shift pay.
- Painting of pipe, fittings and protection of heads for painting.
- Painting/patching of drywall & ceiling tile replacement.
- Any electrical wiring/ alarm detection work. Fire Alarm systems and their components.
- Any fire or sound caulking.
- Any cutting and/or threading of pipe outside of the work area or floor. Setup outside of the work area. The requirement to set up outside or in a loading dock will result in extra cost.
- Any structural Engineer, IOR, FM Global approvals and/or structural calculations.
- Any work on gas suppression systems.
- Fire Pump or booster pump work.
- Fire watch.
- Any installation, fees or design of new underground fire water service.
- Any adjustment to current upright protection (if any). If additional/relocation of uprights is required, extra cost will apply.
- Any relocation of branch line or mains due to lack of defined prints/ job walk.
- Any repairs, corrections, defects, leaks or adjustments to any fire sprinkler components outside the scope of the work area listed above.
- Damages or injuries that appear at the customer site when DM & Sons is not actually present on the customer's premise/work site.
- Fire hose or Fire extinguisher equipment.
- Relocation of commodities stored in the area of work to provide access.
- Modifications to the existing system density.
- Installation of new main and branch lines.

Thank you for the opportunity to review your needs and offer this proposal. Feel free to contact me with any questions or concerns.

Best,

David Mendoza

DM & Sons Fire Protection

DM & SONS FIRE PROTECTION

Telephone: (951) 543-1638

CA State Contractors License C-16 #1096194

Authorization to Proceed

If you would like DM & Sons Fire Protection to proceed with the work included in this proposal, please sign below and return to DM & Sons. Proposal is accepted in accordance with the attached Terms & Conditions.

Proposal Approved By (Signature)

Printed Name

Title

Date

DM & SONS FIRE PROTECTION

Telephone: (951) 543-1638

CA State Contractors License C-16 #1096194

Terms & Conditions

1. Customer agrees: to provide free access to all areas of the facility covered by the fire sprinkler system. Where necessary, the customer will provide a person familiar with the facility who can gain access to all areas; To provide the necessary equipment to reach inaccessible equipment and peripherals; to supply suitable electrical service, and; that in the event of any emergency or system failure, reasonable safety precautions will be taken to protect life and property (including fire watch) during the period of time from when DM & Sons is first notified of the emergency or system failure and until such time that DM & Sons notifies the customer that the system is operational or that the emergency has cleared.
2. Unless noted elsewhere in this proposal, Customer agrees to provide a person or persons to monitor, verify and reset the fire alarm panel or command center during all DM & Sons testing.
3. Unless otherwise noted, all rates quoted are based on normal business hours.
4. The architect and engineer of record shall furnish Original Contract Drawings and CAD files (AutoCAD Release 2013) at no additional cost to DM & Sons. DM & Sons shall use the drawings and files for the sole purpose of plan check or shop drawings, installation, final inspection and as-builts. DM & Sons will not commence with project designs until CAD files have been received.
5. DM & Sons is not responsible to make any repairs or replacements whatsoever necessitated by reason of negligence or misuse of the equipment by others, or caused by lighting, electrical storm, or other violent weather, or by any cause beyond DM & Sons control except for ordinary wear and tear.
6. Final alarm systems and their components are expressly excluded from this agreement.
7. Customer shall promptly notify DM & Sons of any malfunction in the system(s) that comes to customers' attention. DM & Sons will not be responsible for Fire Watch in the event of system failure.
8. It is mutually understood that in providing the services in this agreement, DM & Sons is not an insurer and does not guarantee any damage to property or injury to person will not occur.
9. This agreement shall be governed and constructed in accordance with the laws in the state of California. Both parties agree to submit to exclusive venue jurisdiction of the courts of California for any litigation pertaining to this agreement.
10. If DM & Sons tests a system that was **not** installed by us, DM & Sons assumes no liability for that system either in whole or in part, and we expressly disclaim any liability or warranty, as such system or any of its components not installed by us. Any components that are installed by us or repaired by us are subject to the limited warranty given in the applicable repair agreement. **It is not our duty to investigate or inquire into your legal obligations to any third party with respect to any system that we inspect, or any of its components not installed by us, and you agree to provide third party indemnification to DM & Sons in the event of any third party claims arising out of testing under this agreement.**
11. In order to proceed with design, DM & Sons must have a hard copy of all relevant contract drawings and specifications. CAD files for contract drawings are not acceptable.
12. If applicable, DM & Sons shall make every reasonable attempt to obtain a timely plan check. DM & Sons cannot be held responsible for plan check officials or procedures which do not provide for timely approval.
13. The liability for any work requested, prior to DM & Sons obtaining plan check approval, shall be the sole responsibility of the owner/company requesting said work. Such requests shall be made in writing.
14. If the scope of this project is per plans and specifications, DM & Sons shall submit the design to the plan check authority (if required by system) based on the contract design only. Any additions to the design shall be subject to Change Order.
15. If the scope of this project is per plans and specifications, DM & Sons makes no representation that the design shown on the bid documents is acceptable to the AHJ.
16. If the scope of this project is Design/Build, DM & Sons will provide code minimum system or reasonable best practice solution based on bid documents available at time of bid. This design includes all AHJ requirements that are reasonably known to DM & Sons at bid time. The approved plan check drawings (if applicable) shall establish the basis for the (cont.)

DM & SONS FIRE PROTECTION

Telephone: (951) 543-1638

CA State Contractors License C-16 #1096194

- extent of the Design/Build scope of work. Additions made by Field Inspectors that are beyond the approved plan check drawings are subjected to Change Orders.
17. If project is a Design/Build, DM & Sons will furnish a complete design/build system as specified. The bid is based on the contract drawings only. Should additional devices be required they shall be provided at additional cost. Design/Build does not mean DM & Sons must provide additional equipment for no compensation, only that DM & Sons agrees to provide a complete system.
 18. If project is Design/Build, Dm & Sons reserves the right to eliminate in our design, and prior to plan check approval, any equipment shown on the bid documents that is not required to meet the minimum design/build code requirements and without credit to the contract amount.
 19. Where the system must interfere with work of other trades the scope is limited to the information as shown on the bid documents at bid time. Changes and additions made by such trades which are not shown on the bid documents after the bid date shall be subject to Change Order. DM & Sons shall have the right to request the original contract scope of work for any trades interfacing with the systems to determine if such changes are beyond their initial scope of work.
 20. Any changes to the project beyond the bid documents whether caused by Owner revisions or construction modifications are subject to Change Order.
 21. This proposal is based on the published project schedule at bid time. Delays to the project not within DM & Sons control may cause additional expenses.
 22. DM & Sons requires a reasonable amount of time to pretest the entire system including interface with other trades. Failure of other trades to complete their work in a timely manner which causes DM & Sons to incur additional expenses to meet the construction schedule shall be subject to claims for additional compensation.
 23. Access to any raceway, conduit, junction box or device that cannot be safely reached from a 12 foot ladder shall be furnished by others. This includes throughout installation, testing and the contract warranty period. 24. DM & Sons shall be responsible for scheduling all system related inspections. System inspections scheduled by others, resulting in additional costs to DM & Sons, shall result in additional charges above this proposal amount. 25. This proposal and all items continued within shall be included as a portion of any contract form issued for the performance of this work.
 26. This proposal is based on DM & Son's standard insurance coverage. Any requests for additional coverage beyond DM & Sons standard limits shall be available at additional charge unless specifically included above. Copies of DM & Sons standard coverage are available upon request.
 27. A bond is not provided on this project. If a bond is required by the customer it shall be provided at an additional cost using our Bond Rate of 1.0%.
 28. DM & Sons will not accept any deduction or back charge without written notice to DM & Sons. DM & Sons must provide written acceptance to the back charge or deduction.
 29. Payments are due within 30 days of the submission of an invoice. Overdue payments shall bear interest at the rate 1-½% per month from the date on which payment is due until paid.
 30. If any dispute is brought on account of breach of this agreement or to enforce or interpret any of its provisions, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees, and expert fees, which shall be fixed by the tribunal or court and be made a part of any award or judgment rendered.
 31. Neither DM & Sons or its representative shall be liable to Customer or anyone else for any liability, claim, loss, damage or expense of any kind, or for any direct, consequential, collateral or incidental damages, relative to or arising from or caused directly by the equipment, its installation, its service, or the use thereof or any deficiency, defect or inadequacy of the equipment. It is expressly agreed that purchaser's exclusive remedy for any cause of action relating to the purchase, installation, service and/or use of equipment shall be for damages and DM & Sons liability for any and all losses or damages resulting from any cause whatsoever, including negligence, shall in no event exceed the price of the service agreement for the equipment in respect to which the claim is made or, at the election of DM & Sons, the restoration or replacement or repair of such equipment.

**Independent Contractor Service Agreement Between
Rancho Santa Fe School District and**

Contract Date: September 11, 2025

Contract Number: 09.113.2025

This Agreement for independent contracting services (hereafter, "Agreement") is entered into by and between the Rancho Santa Fe School District, (hereafter, the "District") and Ane Carla Rovetta

WHEREAS, the District has a need and desires to obtain special services, pursuant to Government Code section 53060, and other applicable laws, and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW THEREFORE, the Parties agree as follows:

1. Services to be Provided by Contractor:

- Ocean Week Program Assemblies
- Art Instruction for Ocean Week

2. Term of Agreement:

The term of this Agreement is from September 11, 2025 through June 30, 2026.

3. Compensation:

In exchange for Contractor providing the services required under this Agreement the District shall pay a total not to exceed \$2,200.00.

Upon presentation of an invoice to the District for services rendered, Contractor shall be paid within 30 days.

4. Employee Benefits:

Contractor shall be responsible for all salaries, payments, insurance, and benefits for all of Contractor's officers, agents, and employees in performing services pursuant to this Agreement.

5. Fingerprinting Pursuant to Education Code § 45125.1:

In compliance with Education Code § 45125.1, Contractor and any of its agents, representatives, or employees who foreseeably will have contact with students at the District shall be fingerprinted in a manner authorized by the U.S. Department of Justice (*See* Educ. Code § 45125.1). Contractor must, upon receipt of the results of the fingerprinting, certify to the District separately in writing that none of the individuals Contractor will assign to perform services for the District has a record of conviction of a serious or violent felony before Contractor shall permit any such individual to perform any service for the District. Any doubt regarding whether an agent, representative, or employee of the Contractor is covered by this subsection shall be resolved in favor of that person being fingerprinted as set forth above.

6. Tuberculosis Testing Pursuant to Education Code § 49406:

In compliance with Education Code § 49406, Contractor shall provide the District with a certificate from an examining physician and surgeon, physician assistant, or nurse practitioner showing that Contractor's officers, agents, and employees who will provide the services required under this Agreement were examined and found free from infectious tuberculosis. For purposes of this requirement "certificate" means a certificate signed by the examining physician and surgeon licensed under Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code, a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, or a nurse practitioner practicing in compliance with Chapter 6 (commencing with Section 2700) of Division 2 of the Business and Professions Code, or a notice from a public health agency that indicates freedom from infectious tuberculosis.

7. Workers' Compensation Insurance:

Contractor understands and agrees that Contractor and all of its officers, agents, and employees are not eligible for workers' compensation coverage by the District. Contractor agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are providing services as set forth in this Agreement. In the event a claim under the provisions of the California Workers' Compensation Act is filed against the District by an officer, agent, or employee of Contractor, Contractor agrees to defend and hold harmless the District from such claim to the fullest extent permitted by law.

8. Termination of Agreement:

The District may terminate this Agreement and will be relieved of all obligations under this Agreement should Contractor fail to perform any of the terms and conditions hereof at the time and places set forth herein. In the event of such termination, Contractor shall be paid the reasonable value of the services rendered up to the date of such termination, less any payments theretofore made, as exclusively determined by the District, and Contractor hereby expressly waives any and all claims

for damages or compensation arising under this Agreement in the event of such termination, except as set forth herein.

9. Status of Contractor:

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, Contractor and all of its officers, agents, and employees are acting as an independent contractor and not as an officer, agent, or employee of the District. The Parties understand and agree that:

- a. Contractor and all of its officers, agents, and employees are free from the control and direction of the District in connection with the performance of services and have the sole discretion to determine how, when, and where to perform services required to achieve the final result.
- b. Contractor and all of its officers, agents, and employees are not District employees and are performing work that is outside the usual course of the District's business.
- c. Contractor and all of its officers, agents, and employees are customarily engaged in an independently established trade, occupation, or business that is of a different nature than the work performed by the District.

10. Indemnification

To the fullest extent permitted by California law, Contractor shall indemnify, defend, and hold harmless the District from any and all claim(s) or damage(s) arising out of its performance of this Agreement and/or its negligence or willful misconduct. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the District. In the event Contractor seeks to settle a claim with a third party on the District's behalf, Contractor must obtain the District's consent to the terms and conditions of any settlement agreement.

For the purpose of this provision, the Parties understand and agree to interpret "damage or claim" to the fullest extent permitted by law, including any damage or claim of any nature, including, but not limited to, personal injury, death, property damage, attorneys' fees and costs, and/or third party claims that arises directly or indirectly out of or results from the performance of the Agreement. The Parties understand and agree that Contractor's duty to indemnify extends to any "damage or claim" as defined herein.

For the purpose of this provision, the Parties understand and agree that "District" is intended to mean the District, as well as its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all demands, losses, liabilities, claims, suits, and actions of any kind. The Parties understand and agree

that Contractor's duty to indemnify extends to these persons to the same extent it applies to the District.

11. Attorneys' Fees:

If suit is brought by either party to this Agreement to enforce any of its terms and the District prevails in such suit, Contractor shall pay all litigation expenses incurred by District, including attorneys' fees, costs, expert witness fees, and investigation expenses.

12. Venue and Jurisdiction:

In the event of litigation, the Agreement and all related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

13. Compliance with Law:

Contractor shall be subject to and shall comply with all Federal, State, and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment, and purchasing practices, and wages, hours, and conditions of employment, including nondiscrimination.

14. Assignment:

No portion of this Agreement or any of the work to be performed hereunder may be assigned by Contractor without express written consent of District, and without such consent all services hereunder are to be performed solely by Contractor, its officers, agents and employees.

15. Alterations or Variance:

No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the Parties hereto.

16. Governing Board Action and Execution of Counterparts.

For this Agreement to become effective, the Governing Board of the District must take action to approve it in an open meeting of the Governing Board.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written below.

FOR THE DISTRICT:

Signature

Date

Kim Pinkerton
Superintendent
Rancho Santa Fe School District

FOR CONTRACTOR:

Signature

Date

Ane Carla Rovetta
Contractor

Requisition Approval

Business Unit 02800
 Requisition ID 0000004439
 Requisition Name HAUS-BERTRANDSMUSIC
 Requester [Rocio C Martinez](#)
 Entered on 09/12/2025 Requisition Date 09/12/2025
 Status Pending Accounting Date 09/12/2025 Total Amount
 Priority Medium
 Budget Status Valid

Requester's Justification
 APPROVED BY: MR. ERPELDING
 PROP 28

[Header Comments](#)

[View printable](#)

▼ Line Information

Line Information



Line	Item Description	Supplier Name	Quantity	UOM	Price
1	YAS-200ADII ALTO SAX YAMAHA ...	BERTRAND'S-001	2.0000	EA	1139.20000
2	YFL-200AD FLUTE YAMAHA YFL-2...	BERTRAND'S-001	2.0000	EA	506.40000
3	YCL-200ADII CLARINET YAMAHA ...	BERTRAND'S-001	2.0000	EA	548.20000

☐ Select All / Deselect All

L

[View Line Details](#)

► Review/Edit Approvers

Enter Approver Comments



Approve

Deny

[Return to Worklist](#)

2747 Ascot Avenue
Carlsbad, CA 92009

Dinah Brown

Dinah.Brown57@gmail.com

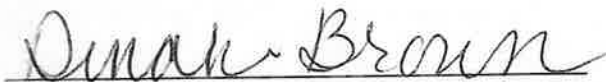
Invoice

To: Rancho Santa Fe Elementary
5927 La Granada
Rancho Santa Fe, Ca

Invoice #1

Qty	Description	Price	Total
	CGI Professional Development provided October 2025		
	Planned and facilitated:		
	• 1 CGI K-2 Grade Level Professional Learning Session October 21, 2025	\$1500.00	\$1,500.00
	• 1 CGI 3-5 Grade Level Professional Learning Session October 22,2025	\$1500.00	\$1,500.00
		Subtotal	\$3,000.00
		Tax	\$0.00
		Total	\$3,000.00

Certifying that all services described in the Independent Contractor Agreement and attached Scope of Work has been completed in accordance with the terms of the agreement.



Date: 4/22/25

Dinah Brown, Consultant
760.805.4012

Make check payable to:

Dinah Brown
2747 Ascot Avenue
Carlsbad, CA 92009



QUOTE 52834-0
CUSTOMER # 9002942

PHONE: 714.880.1222 / 858.435.7070
FAX: 562.926.4335 / 858.435.7075

ORDER ON HOLD DEPT 0002

BILL TO:

RANCHO SANTA FE SCHOOL DIST
P.O. BOX 809
RANCHO SANTA FE CA 92067
858-756-1141 9002942 0002

SHIP TO:

RANCHO SANTA FE SCHOOL DIST.
DELIVERIES BTWN 9 & 1:30
5927 LA GRANADA
RANCHO SANTA FE CA 92067

<u>Quote Date</u> 10/02/25	<u>PO Number</u> QUOTE ONLY	<u>Customer #</u> 9002942	<u>Dept</u> 0002	QUOTE
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<u>Item Number</u>	<u>Mfg</u>	<u>Product Desc</u>	<u>UOM</u>	<u>Quantity Ordered</u>	<u>UNIT PRICE</u>	<u>EXT PRICE</u>
***** INVENTORY FROM LOCATION (32) Who Called : ROSIE MARTINEZZ						
X9HB2011	CAS	PAPER, LTR, X9, HI. BRT, 96BRT.	CT	80	33.940	2715.20

SUBTOTAL	2715.20
TAX	210.43
TOTAL	2925.63



OPEN MARKET QUOTATION

2



RANCHO SANTE FE SCHOOL DISTRICT

2005 ANNUAL BOARD POLICY REVIEW

For Purposes of First Read

October 14, 2025 Regular Board Meeting

RANCHO SANTA FE SCHOOL DISTRICT

Board Policy No. 1004: COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS, EMERGENCY OR URGENT FACILITIES CONDITIONS THAT POSE A THREAT TO HEALTH OR SAFETY, AND TEACHER VACANCY OR MISASSIGNMENT

A. Types of Complaints

The District shall use the procedures set forth in this Board Policy to address the following types of complaints:

1. A complaint related to instructional materials as follows:
 - a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or District-adopted textbooks or other required instructional material to use in class.
 - b. A pupil does not have access to instructional materials to use at home or after school.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
2. A complaint related to teacher vacancy or misassignment as follows:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class **with one or more English learner pupils in the class**.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. A complaint related to the condition of facilities as follows:
 - a. Conditions that pose an emergency or urgent threat to the health or safety of pupils or staff. "Emergency facilities needs" means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff at school, including but not limited to, those defined below.
 - (1) Gas leaks.
 - (2) Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems.
 - (3) Electrical power failure.
 - (4) Major sewer line stoppage
 - (5) Major pest or vermin infestation.
 - (6) Broken windows or exterior doors or gates that will not lock and that pose a security risk.

- (7) Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff.
- (8) Structural damage creating a hazardous or uninhabitable condition.

For purposes of this section, “emergency facilities needs” does not include any cosmetic or nonessential repairs.

For purposes of this section, structures or components shall only be replaced if it is more cost-effective than repair.

- b. A school restroom has not been cleaned, stocked, maintained, or kept open in accordance with Education Code Section 35292.5.

B. Submission of Complaints Identified in Paragraph A

1. A complaint may be filed anonymously. A complainant who identifies themselves ~~himself or herself~~ is entitled to a response if they ~~he or she~~ indicates that a response is requested. The District’s complaint form shall include a space to mark to indicate whether a response is requested.
2. The District complaint form shall specify the location for filing the complaint. A complainant may add as much text to explain the complaint as they ~~he or she~~ wish.
3. A complaint shall be filed with the Principal of the school. The Principal shall immediately notify the Superintendent upon receiving a complaint. The District encourages complainants to orally notify the Superintendent of any such complaint, particularly those situations which may pose a threat of injury to staff or pupils.
4. A complaint about problems beyond the authority of the Principal shall be forwarded in a timely manner but not to exceed ten (10) working days to the Superintendent for resolution.
5. Valid complaints shall be remedied within a reasonable period of time not to exceed thirty (30) working days from the date the written complaint was received. The Principal shall report to the complainant the resolution of the complaint within forty-five (45) working days of the receipt of the complaint if the complainant has indicated on the form that a response is requested. **If the Principal makes this report, the Principal shall also report the same information in the same timeframe to the Superintendent.**
6. If the complainant is not satisfied with the proposed resolution of the complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled hearing of the Board.

7. With respect to those complaints which involve a condition of a facility that poses an emergency or urgent threat, as defined in Education Code Section 17592.72(c)(1), a complainant who is not satisfied with the resolution proffered has the right to file an appeal to the Superintendent of Public Instruction, who shall provide a written report to the State Board of Education describing the basis for the complaint and, as appropriate, a proposed remedy for the issue described in the complaint.

C. Reports

The Superintendent shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the County Superintendent of Schools and the District Governing Board. The summaries shall also be publicly reported on a quarterly basis at a regularly scheduled meeting of the Governing Board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

D. Notices and Complaint Form

Notices shall be posted in each classroom consistent with the requirements of Education Code section 35186. The attached complaint form shall be made readily available.

E. Other Complaints Regarding Instructional Materials

It is the policy of the District that the following procedures shall be used to present complaints regarding instructional materials which are used by the District which are not described in Paragraph A above.

F. District Procedure For Other Complaints Regarding Instructional Materials

1. Complaint To The Superintendent

- a. Complaints concerning instructional materials must be presented in writing to the Superintendent and are not required to be presented using a District form. Complaints regarding printed material must include the name of the author, title, publisher and the class in which the printed material is being used. The written complaint must specify whether the complainant objects to the entire content of the written material or to only a portion of the written material. If the objection only extends to a portion of the written material, the complainant shall identify the portion of the material that is objectionable. In the case of non-printed materials, written information specifying the precise nature of the material shall be provided. The written complaint also must specify the reason or basis for the complaint. The

complaint must be signed and dated. Oral and anonymous complaints shall not be processed pursuant to these procedures.

- b. A complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 or 244 shall be filed, investigated, and resolved in accordance with Board Policy 6006, Uniform Complaint Procedures.
- c. After receiving a complaint, the Superintendent or designee shall take the following steps:
 - (1) Notify the teacher(s) who use(s) the materials in class of the complaint;
 - (2) Review the complaint. The Superintendent's review of the complaint may, but need not, include:
 - (a) A request that the complainant meet with the Superintendent or designee;
 - (b) A meeting with the teacher(s) who use(s) the materials in class;
 - (c) A request that a committee of certificated personnel review the material and prepare an oral or written report to the Superintendent;
 - (3) Prepare a written response to the complaint. The written response shall be forwarded to the complainant, the teacher(s) who use(s) the materials in class, and the Governing Board.

2. Complaint to the Governing Board

- a. If the complainant is not satisfied with the response of the Superintendent, the complainant may file the complaint with the Board. A complaint filed with the Board shall be filed no later than ten (10) school days after the date the Superintendent signed the response. The complainant shall submit to the Board a copy of the complaint that was submitted to the Superintendent and shall also attach a copy of the Superintendent's written response. The complaint to the Board shall be filed with the Superintendent who shall forward the complaint to the Board.
- b. The Board shall review the complaint at a public Board meeting as soon as practicable. The Superintendent shall notify the complainant and the teacher(s) who use(s) the materials in class with notice of the date, time and place of the public Board meeting at which the complaint will be

reviewed no less than five (5) calendar days prior to the Board meeting. The complainant, the teacher(s) who use(s) the material in class, the Superintendent and members of the public will have an opportunity to make comments at the Board meeting.

- c. After reviewing the complaint, the Board, in its sole discretion, shall determine whether the materials shall continue to be part of the school curriculum; whether the materials shall be excluded from the school curriculum; or whether any other adjustment concerning the instructional materials shall be made. Any decision to exclude instructional materials shall be reasonably related to legitimate pedagogical concerns.
- d. The Superintendent shall provide written notice of the Board's decision to the complainant and to the teacher(s) who use(s) the materials in class. **The Board's decision shall be final.**

Legal reference:

Education Code sections 17592.72, 33126, 35186, 35292.5, 60119

Date Policy Adopted By The Board: September 6, 1990

Date Policy Revised By The Board: December 9, 2004, October 14, 2022

RANCHO SANTA FE SCHOOL DISTRICT

Board Policy No. 6006: UNIFORM COMPLAINT PROCEDURES

A. Purpose and Scope

The procedures set forth in this Policy apply to the filing, investigation, and resolution of complaints regarding alleged violations of federal or state laws or regulations governing the educational programs and other specified subject matters as described below. This Policy shall apply to all of the following:

1. Adult Basic Education Programs established pursuant to Education Code Sections 8500 through 8538, inclusive, and 52500 through 52617, inclusive.
2. Consolidated categorical aid programs as listed in Education Code Section 64000(a).
3. Migrant child education established pursuant to Education Code Sections 54440 through 54445, inclusive.
4. Career technical and technical education and career technical and technical training programs established pursuant to Education Code Sections 52300 through 52480, inclusive.
5. Child care and development programs established pursuant to Education Code sections 8200 through 8498, inclusive.
6. The filing of complaints that allege unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code Sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District.

Discrimination includes, but is not limited to, the Governing Board's refusal to approve or prohibit any textbook, instructional material, supplemental resource, or school library book based on its inclusion of the role and contributions of any individual or group as required by Education Code 51204.5 and 60040, unless it otherwise is in violation of the law. (See Education Code 51501 and 60044.) Complaints of this nature of discrimination may be filed directly with the District Superintendent or, alternatively or additionally, may be filed directly with the Superintendent of Public Instruction. Any complaint filed with the Superintendent of Public Instruction shall identify the basis for filing the complaint directly and shall include evidence that supports the basis for the direct filing. (Education Code section 243. 244.)

7. Reasonable accommodations to pregnant, parenting, and/or lactating pupils. (Education Code Sections 222, 221.51, 222.5, 46015, 48205, 48980.)
8. Educational rights of foster youth pursuant to Education Code Sections 48645.7, 48850, 48853, 48853.5, 48853.5, 48911, 48915.5, 49069.5, and graduation requirements for foster youth, homeless youth, and other youth pursuant to Education Code Section 51225.1 and 51225.2.
9. Pupil fees pursuant to Education Code Section 49010 to 49013, inclusive.
10. Courses of study pursuant to Education Code Section 51228.3.
11. Instructional minutes for physical education pursuant to Education Code Section 51223.
12. Local control and accountability plans pursuant to Education Code section 52075.
13. Juvenile court schools pursuant to California Education Code section 48645.7.
14. School safety plans pursuant to Education Code section 32289.
15. School or athletic team names, mascots, or nicknames pursuant to Education Code Section 221.3.
16. Any other state or federal educational program the Superintendent of Public Instruction deems appropriate and any other category identified by Education Code section 33315, where applicable to the District.

B. Excluded Complaints

This Policy does not apply to the following complaints which will be referred to the proper agency for investigation and appropriate action:

1. Employer-employee relations such as hiring and evaluations of staff, assignments of classrooms or duties or other issues within the purview of the Public Employment Relations Board or a collective bargaining agreement;
2. The providing of core curricula subjects;
3. Pupil classroom assignments;
4. Pupil discipline;
5. Pupil advancement, retention or grades;

6. Graduation requirements;
7. Homework policies and practices;
8. Selection of instructional materials;
9. Use of general education funds;
10. Allegations of child abuse which shall be referred to the applicable County Department of Social Services, Protective Services Division, or appropriate law enforcement agency;
11. Health and safety complaints regarding licensed facilities operating a Child Development Program which shall be referred to the Department of Social Services;
12. Employment discrimination and harassment complaints which shall be investigated and resolved in accordance with Board Policy No. 4002 or Board Policy No. 4003, as appropriate, including the right to file a complaint with the California Civil Rights Department (CRD). The complainant shall be notified in writing in a timely manner of any CRD transferal;
13. Any complaint alleging a student, while in an education program or activity, was subjected to sexual harassment, as defined in 34 CFR 106.3, shall be investigated and resolved in accordance with Board Policy 5001.1 consistent with Title IX of the Education Amendments of 1972.
14. Allegations of fraud which will be referred to the responsible Division Director of the California Department of Education who may consult with the Department's Legal and Audits Branch;
15. 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 pupils or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with Board Policy 1006.
16. Complaints alleging noncompliance regarding special education programs established pursuant to Education Code Sections 56000 through 56865 and 59000 through 59300 are governed by the procedures set forth in 5 C.C.R. sections 3200 through 3205 and 34 C.F.R. sections 300.151 through 300.153, and shall be submitted to the California Department of Education.
17. Any complaints regarding child nutrition programs established pursuant to Education Code sections 49490 to 49590 are governed by Title 7, CFR Sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5,

CCR Sections 15580 through 15584, and shall be submitted to the California Department of Education.

C. Compliance Officer

The Governing Board designates the following compliance officer responsible for receiving, coordinating and investigating the complaints and for complying with state and federal civil rights laws and to answer questions concerning the District's Uniform Complaint Procedures:

Superintendent
Rancho Santa Fe School District
5927 La Granada
Rancho Santa Fe, California, 92067
(858) 756-1141 ext. 114

Mailing Address:
Rancho Santa Fe School District
P.O. Box 809
Rancho Santa Fe, California, 92067

Complaints shall be filed with the Superintendent at the above-listed address. The complainant may utilize the Complaint Form which is contained in Appendix A. However, a person is not required to use this form in order to file a complaint.

The Superintendent or designee shall investigate and resolve the complaint. The Superintendent shall notify the complainant and respondent if another person is assigned to the complaint. The Superintendent or designee responsible for compliance shall be knowledgeable about the laws/programs that he/she is assigned to investigate.

D. Filing a Complaint; Procedures; Timelines

1. Complaints shall be filed not later than one year from the date the alleged violation occurred, except as stated in subsection 2, below. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the LEA.
2. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying against any protected group shall be initiated by filing a complaint not later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by District, upon written request by the complainant setting forth the reasons for the extension. Such extension by the District shall be made in writing. The period for filing may be extended by the District for good cause for a period not

to exceed ninety (90) days following the expiration of the six-month time period. The District shall respond immediately upon a receipt of a request for extension.

3. The one-year timeline for filing complaints shall not apply to complaints regarding the educational rights of foster youth as specified in Education Code Section 49069.5(e), Education Code Section 51225.1 (a)-(k), and Education Code Section 51225.2(b)-(e).
4. A complaint of alleged unlawful discrimination, harassment, intimidation or bullying against any protected group may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this part, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying.
5. Pupil fee complaints may be filed with the principal of the school.
6. Pupil fee complaints and complaints regarding local control and accountability plans only, may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code Sections 49010 and 49011 regarding pupil fees or an allegation of noncompliance with Education Code Sections 52060 through 52077, including an allegation of a violation of Education Code Sections 47606.5 or 47607.3, as referenced in Education Code Section 52075 regarding local control and accountability plans.
7. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the District shall assist the complainant in the filing of the complaint.

E. Informal Resolution

Within three (3) days after receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation to resolve the complaint. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination harassment, intimidation, or bullying against any protected group, 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.

F. Investigation of Complaints

Upon receipt of a complaint, the Superintendent or designee shall conduct and complete an investigation of the complaint in accordance with this Policy and prepare a written Investigation Report within sixty (60) days. The District may extend this deadline for good cause with the written agreement of the complainant. The following rules apply to the investigation:

1. Upon receipt of a complaint, the Superintendent or designee shall:
 - a. Refer the complainant to the proper agency for filing a complaint that is not covered by this procedure, including a referral to the State Superintendent of Public Instruction or Department of Education of any complaints that should properly be filed at that level.
 - b. If the complaint has not been timely filed, the Superintendent or designee shall deny the complaint and notify the complainant of the right to appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.
 - c. Provide the complainant with a copy of District policy and appeal procedures advising complainant of those instances when a complaint can be filed directly with the State Superintendent of Public Instruction or Department of Education.
 - d. If timely filed, the Superintendent or designee shall proceed with the investigation of the complaint. The person(s), employee(s), position(s), or unit(s) responsible for compliance and/or investigation shall be knowledgeable about the laws/programs they are assigned to investigate.
 - e. Ensure confidentiality of the complainant in instances where disclosure could cause retaliation against the complainant(s) and take appropriate steps to protect the complainant(s) from retaliation.
 - f. The Superintendent will commence the conduct of a local investigation or appoint a designee to conduct the local investigation, except that a complaint regarding child abuse shall be immediately referred to the proper agency.
2. The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations.
3. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

4. Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.
5. The District shall issue an Investigation Report based on the evidence. The Investigation Report shall be in writing and sent to the complainant within 60 days from receipt of the complaint by the District, subject to any extension.
6. The Investigation Report shall include:
 - a. The findings of fact based on the evidence gathered.
 - b. Conclusion providing a clear determination as to each allegation as to whether the District is in compliance with the relevant law.
 - c. If the District finds merit in the complaint, corrective action(s), including when required by law, a remedy to all affected students and parents/guardians and for a student fee complaint, a remedy that complies with Education Code section 49013 and 5 CCR 4600.
 - d. Notice of the complainant's right to appeal the Investigation Report to the California Department of Education.
 - e. Procedures to be followed for initiating an appeal to the California Department of Education.

G. Appeal to the California Department of Education

1. A complainant who is dissatisfied with the outcome of the investigation may appeal to the California Department of Education by filing a written appeal within 30 days of the date of the District's Investigation Report.
 - i. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:
 1. The District failed to follow its complaint procedures, and/or
 2. Relative to the allegations of the complaint, the District Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
 3. The material findings of fact in the District Investigation Report are not supported by substantial evidence, and/or

4. The legal conclusion in the District Investigation Report is inconsistent with the law, and/or
 5. In a case in which the District found noncompliance, the corrective actions fail to provide a proper remedy.
- ii. The appeal shall be accompanied by (1) a copy of the complaint filed with the District; and (2) a copy of the District Investigation Report.
2. Upon notification by the California Department of Education of an appeal, the District shall, within 10 days of notification of an appeal, forward a copy of all of the following documents to the Department:
 - a. A copy of the original complaint;
 - b. A copy of the District's investigation report;
 - c. A copy of the investigation file, including but not limited to, all notes, interviews, and documents submitted by the parties or gathered by the investigator;
 - e. A report of any action taken to resolve the complaint;
 - f. A copy of the District's complaint procedures; and
 - g. Such other relevant information as the California Department of Education may request.

H. Notice

Notice in writing of the District complaint procedures, including the opportunity to appeal to the California Department of Education, shall be given annually to pupils, employees, parents/guardians of pupils, the District advisory committee, school advisory committees, and other interested parties. This notice may be made available on the District's website. Copies of the complaint procedures shall be available free of charge and may be obtained at the District Office.

The notice shall be in English, and when necessary, in the primary language, pursuant to Education Code Section 48985, or mode of communication of the recipient of the notice.

Such notice shall include all of the following information:

1. The District has primary responsibility to ensure compliance with state and federal laws.
2. That complaints should be directed to the Superintendent.

3. The opportunity to appeal the District's Investigation Report to the California Department of Education, except when the District has used its local uniform complaint procedures to address a complaint not described in 5 CCR Section 4610(b).
4. Advise the recipient of any civil law remedies that may also be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code Section 262.3.
5. Include the information required by Education Code Section 3315(a)(7).
6. Include information regarding the requirements of Education Code Sections 49010 through 49013 relating to pupil fees.

I. Retaliation and Confidentiality

Complainants are protected from retaliation and the identity of a complainant alleging discrimination, harassment, intimidation, or bullying will remain confidential as appropriate. An investigation of a discrimination, harassment, intimidation or bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Legal Reference:

Education Code sections 243, 33315, 49010-49013
Title 5, C.C.R. Section 4600, *et seq.*

Date Policy Adopted By The Board: May 17, 1993

Dates Policy Revised By The Board: January 13, 2005; June 5, 2008; August 22, 2013; June 4, 2015; September 7, 2017; July 11, 2019; August 12, 2021; October 14, 2022; November 19, 2024

RANCHO SANTA FE SCHOOL DISTRICT

**Board Policy No. 1006: ~~LOCAL CLAIMS PROCEDURE PURSUANT~~
~~TO GOVERNMENT CODE SECTION 935~~
CLAIMS AND ACTIONS AGAINST THE
DISTRICT**

- A. The California Government Claims Act generally covers all claims for money or damages against the District with some specific exemptions. Government Code Section 935 authorizes a local public entity such as the District to prescribe a procedure for claims against it for money or damages which are exempted by other provisions in the California Government Claims Act. This Board Policy contains the local claims procedure pursuant to Government Code Section 935 to cover all exempted claims for money or damages. **Any claim for money or damages not governed by the California Government Claims Act or specifically excepted by Government Code Section 905 shall be presented and acted upon in accordance with the District-established procedures consistent with the manner and time limitations specified in this Board Policy.**
- B. Notwithstanding the exemptions set forth in Government Code Section 905, all claims for money or damages against the District, when a procedure for processing such claims is not otherwise provided by state or local laws, shall be presented within the time limitations and in the manner prescribed by Government Code Sections 900 through 915.2. This Board Policy requires that all categories of claims which are exempt from the filing requirement in Government Code Section 905 nonetheless must be filed pursuant to this local claims procedure, as authorized by Government Code Section 935.
- C. It is a requirement that any and all claims be presented and acted upon as a prerequisite to any lawsuit thereon. Any and all claims shall be subject to the provisions of Government Code Section 945.4 relating to the prohibition of lawsuits in the absence of claims and action thereon by the Governing Board.
- D. All local claims must be filed on the District approved form attached hereto which is available in the District Office.
- E. The Superintendent is hereby delegated the authority to return all insufficient claims.
- F. Time Limitations: The following time limitations apply to the presentation of claims for money or damages against the District, including those claims addressed in Paragraph B, above.
 - 1. Claims relating to a cause of action for death or injury to a person, personal property, or growing crops shall be presented to the Board no later than six months after the accrual of a cause of action.
 - 2. Claims relating to any other cause of action subject to the Government Claims Act

shall be filed not later than one year after the accrual of the cause of action.

3. Claims made for the recovery of damages suffered as a result of childhood sexual abuse and arising out of conduct occurring on or after January 1, 2009 are specifically excepted from the Government Claims Act.
4. Claims relating to any cause of action which is specifically excepted from the Government Claims Act by Government Code Section 905 but is governed by any other claim presentation statute or regulation shall be presented to the Board within the time specified in Paragraphs 1 and 2, above, depending upon the applicable cause of action. (Government Code Section 911.2, 935).

G. Receipt of Claims: A claim shall be deemed presented and received when delivered to the District Office (located at 5927 La Granada, Rancho Santa Fe, CA 92067) or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. Government, in a sealed envelope properly addressed to the Superintendent at the District Office at the following address:

Rancho Santa Fe School District
Attention: Superintendent
PO Box 809
Rancho Santa Fe, CA 92067

Postage shall be paid, or otherwise actually received in the District Office or by the Superintendent. (Government Code Section 915, 915.2).

H. Review of Contents of Claim: The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code Section 910 and 910.2:

1. The name and post office address of the claimant.
2. The post office address to which the person presenting the claim desires notice to be sent.
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim.
5. The name(s) of the District employee(s) causing the injury, damage, or loss, if known.
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount

exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case as specified in Code of Civil Procedure 85 and 86.

7. The signature of the claimant or person acting on the claimant's behalf.
- I. Notice of Claim Insufficiency: If a claim is found insufficient or not to satisfy the form requirements under Government Code Section 910 and 910.2, the Board delegates authority to the Superintendent or designee to, within 20 days of receipt of the claim, provide a notice in the manner specified in Government Code Section 915.4 that states the particular defects or omission in the claim. The Board shall not act upon any claim until at least 15 days after such notice is given.
- J. Amendment to Claims: Within the time limits provided in Paragraph F, above, or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim.
- K. Late Claims: When a claim that is required to be presented not later than six months after the accrual of the cause of action, as specified in Paragraph F, above, is not presented within that time, an application to present a late claim may be presented to the Board, in the manner specified in Government Code Section 915 and 915.2, within a reasonable period of time not to exceed one year after the accrual of the cause of action. The application shall include the proposed claim and shall state the reason for the delay in presenting the claim.

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or Superintendent shall, within 45 days, give written notice, in the manner specified in Government Code Section 911.3, that the claim was not presented timely and that it is being returned without further action.

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period.

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable:

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or

mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim.

4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code Section 911.8 and in the manner specified in Government Code Section 915.4.

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement.

- L. Action on Late Claims: Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the District and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations.

The Board may act on the claim in one of the following ways:

1. If the Board finds that the claim is not a proper charge against the District, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the District and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the District but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the District or the amount justly due is disputed, the Board may reject or compromise the claim.
5. If the Board takes no action on the claim, the claim shall be deemed rejected.

Legal Reference:
Government Code Sections 900-915.2, 935, 945.4

Date Policy Adopted By The Board: March 15, 1995

Date Policy Revised By The Board: December 9, 2004, July 11, 2019, October 14, 2022

RANCHO SANTA FE SCHOOL DISTRICT

I.

Board Policies Covering All Employees

Board Policy No. 4001: NON-DISCRIMINATION POLICY

A. Prohibited Discrimination

The District is an equal employment opportunity employer and complies with all applicable federal and state non-discrimination laws. The District prohibits discrimination against any employee, intern, volunteer, or applicant for employment ~~on account of~~ **based on one, or a combination of two or more, of the following protected characteristics:** race, religious creed, color, national origin, ancestry, physical or mental disability as defined by federal and state law, reproductive health decisionmaking, medical condition, genetic information, marital status, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression, age (over 40), actual or perceived sexual orientation, political affiliation, or military or veteran status.

B. Compliance Officer

The Governing Board designates the following compliance officer responsible for receiving, coordinating and investigating the complaints of unlawful discrimination and for complying with state and federal civil rights laws and to answer questions concerning the District's nondiscrimination policies.

Superintendent
Rancho Santa Fe School District
5927 La Granada
Rancho Santa Fe, CA, 92067
(858) 756-1141 ext. 114

Mailing Address:
Rancho Santa Fe School District
P.O. Box 809
Rancho Santa Fe, CA, 92067

C. Filing of Complaints of Unlawful Discrimination

Any employee, intern, volunteer, or applicant for employment who desires to complain about any illegal harassment under applicable federal and state non-discrimination laws shall use the Complaint Procedure contained in Board Policy 4002. Such complaints shall be immediately investigated and processed.

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 as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The District shall protect any employee who reports such incidents from retaliation.

D. Prohibition of Retaliation

The District prohibits retaliation against any District employee, intern, volunteer, or applicant for employment who opposes any discriminatory employment practice by the District or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the District's unlawful discrimination complaint process pursuant to District Policy.

Legal Reference:

Federal:

Title VI of Civil Rights Act of 1964 (42 U.S.C. sections 2000d - 2000d-7)
Title VII of Civil Rights Act of 1964 (42 U.S.C. sections 2000e - 2000e-17)
Age Discrimination in Employment Act (29 U.S.C. sections 621-634)
Americans With Disabilities Act (42 U.S.C. sections 12101-12213)
Title IX, Education Amendments of 1972 (20 U.S.C. sections 1681-1688)
Veterans' Re-Employment Rights Act (38 U.S.C. sections 4301-4333)

State:

Fair Employment and Housing Act (FEHA) (Gov't Code sections 12900-12996)
Government Code sections 12920, 12926, 11135
Education Code sections 200-232; Sections 44100-44105

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Revised By The Board: March 17, 1993; January 13, 2005, May 17, 2007; June 22, 2017, October 14, 2022, August 3, 2023

Date Policy Reviewed By The Board: December 11, 2008, February 27, 2024

RANCHO SANTA FE SCHOOL DISTRICT

Board Policy No. 5000: NONDISCRIMINATION

- A. It is the policy of the District to provide to every pupil an equal opportunity to receive an education as required by federal and/or state law in any District program or activity. The Board desires to provide a safe educational environment that allows all pupils equal access to and opportunities in the District's academic, extracurricular, and other educational programs, services, and activities. This Policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Governing Board, and all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the District.
- B. No person shall illegally discriminate against, harass, intimidate or bully a pupil ~~because of the pupil's~~ **based on one, or a combination of two or more,** protected characteristics, which include, but may not be limited to race or ethnicity; ancestry; color; ethnic group identification; nationality; national origin; immigration status; sex; sexual orientation; sex stereotypes; gender; gender identity; gender expression; religion; disability; medical condition; genetic information; pregnancy, or related conditions or recovery, or any other characteristic that is contained in or identified in Section 422.5 of the Penal Code and Section 220 of the Education Code; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Education Code Section 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; 20 USC 1681-1688, 42 USC 2000d-2000d-7).
- C. Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed in Paragraph B, above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a pupil's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a pupil's academic performance; or otherwise adversely affects a pupil's educational opportunities.
- D. Unlawful discrimination also includes disparate treatment of pupils based on one of the categories listed in Paragraph B, above, with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.
- E. It is the policy of the District to support accurate, equitable, and inclusive education in its schools. District programs and activities shall be free of any discriminatory use, selection, or rejection of textbooks, instructional materials, library books, or similar educational resources. No teacher shall give any instruction, nor shall there be any activity or textbook or

instructional materials used which reflect adversely upon persons because of any of the protected characteristics set forth in Paragraph B of this Policy, or because another perceives that a pupil has one or more of the characteristics of the above protected groups. No textbook or other instructional materials shall be used which contain any matter reflecting adversely upon persons in the above-identified protected groups. The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the District on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code sections 51204.5 and 60040, unless such study would violate Education Code sections 51501 or 60044. (Education Code section 243.)

- F. The Governing Board prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.
- G. The filing of a complaint that alleges unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District, shall be filed, investigated, and resolved in accordance with Board Policy 6006, *Uniform Complaint Procedures*.

Legal Reference:

20 U.S.C. section 1681-1688, 42 USC 2000d-2000d-7

42 U.S.C. section 2000c and 2000d

Education Code sections 200, 201, 202, 210-212.6, 220, 221.5, 221.7, 224, 225, 229, 230, 231, 231.5, 233.5, 234.1, 241, 242, 243, 51004, 51500, 51501

Government Code sections 11135, 12926, 51930 *et seq.*

Penal Code section 422.55

5 C.C.R. section 4900 *et seq.*

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Revised By The Board: February 10, 1999; March 20, 2002; January 13, 2005; July 9, 2020

May 17, 2007; June 5, 2008; July 18, 2013; June 22, 2018; October 14, 2022; November 19, 2024

RANCHO SANTA FE SCHOOL DISTRICT

I.

Board Policies Covering All Employees

Board Policy No. 4012: REIMBURSEMENT OF EMPLOYEE EXPENSES

- A. Pursuant to the terms of this policy, the District shall reimburse the actual, reasonable and necessary expenses, including travel expenses, of any employee of the District incurred in the course of performing required or authorized services for the District.
- B. The Governing Board shall establish a travel budget for the purpose of reimbursing the expenses of employees incurred in the course of performing required or authorized services for the District. The Board delegates to the Superintendent the authority to approve travel requests and travel claims of employees within the limitations of the established budget. The Superintendent must pre-approve all employee travel outside of the County and all travel in the County only in cases where other than mileage expense will be incurred. The President of the Board shall pre-approve all reimbursable travel expenses of the Superintendent for travel and attendance at meetings and events or other District related activities outside of the County and for such attendance within the County only if expenses will be incurred in addition to or other than for travel by personally owned vehicle for which a travel allowance is otherwise provided.
- C. For pre-approved travel requests, an advance may be authorized when total expenses are estimated to exceed \$200.00, such advance is requested sufficiently in advance of the travel, and the employee agrees to reimburse the District for the balance of the cash advance upon presentation of legible receipts which total less than the amount of the cash advance when added to any reimbursement for meals and other reimbursable expenses.
- D. No District funds will be used to purchase or reimburse an employee for any expense(s) incurred for the purchase of alcoholic beverages or for personal, unnecessary, or unreasonable expenses, and no District funds shall be expended for the purchase of alcoholic beverages.
- E. Travel by Personally Owned Vehicle on District Business
 - 1. Mileage for travel by personally owned vehicle shall be reimbursed upon submission of a travel claim at the rate established by the Internal Revenue Service at the time the travel is performed. If an employee is regularly assigned to a designated work site, reimbursement for use of a personally owned vehicle on District business during regular work hours shall not include that mileage normally attributed to mileage for travel to and home and work. Where the travel is outside of regular work hours, all mileage incurred shall be reimbursed.

2. Authorization for the use of personally owned vehicles for District business is subject to the following rules:
 - a. The driver must possess a valid California Driver's License, personal automobile insurance in the minimum amount of \$100,000/300,000 liability/bodily injury, and a minimum of \$50,000 liability/property damage.
 - b. The District prohibits and is not responsible for accidents or injuries resulting from the use of alcohol or drugs, driving under the influence of alcohol or drugs, the use of cell phones in violation of State law, or smoking while on District business.
 - c. Children with disabilities shall not be transported by personally owned vehicle unless any such transportation complies with the student's individualized plan or IEP and the employee in charge of transporting the child is appropriately trained to perform this duty.
 - d. A valid driver's license and verification of insurance coverage must be carried at all times when using a personally owned vehicle for District business.
 - e. All accidents in a personally owned vehicle while on District business must be reported to the District immediately, to the employee's insurance company, and to the Department of Motor Vehicles in the event of personal injury or property damage in excess of non-reportable levels.
 - f. **Except as expressly provided in Board Policy 4014, the District does not reimburse or pay for the following expenses of personally owned vehicles used on official business or parked at a District or other facility:**
 - (1) Collision damage
 - (2) Deductibles on insurance claims
 - (3) Repair or replacement of vehicles or the contents of vehicles damaged by vandalism or theft
 - (4) Traffic or parking citations while on official District business

F. Reimbursement for Meal Expenses

For attendance at required activities outside of the District, the District will provide reimbursement for necessary meals with receipts in the following amounts if not otherwise included in the event or attendance fee.

1. Breakfast - will be reimbursed up to a maximum amount of ~~\$12~~ 22.00 per day only if the employee is required to stay overnight in order to attend the event the following day, or the employee must depart from home to attend the event prior to 6:00 a.m. and the event ends after 9:00 a.m.
2. Lunch - will be reimbursed up to a maximum amount of ~~\$18~~ 23.00 per day for any day in which the employee will either not be returning home the same day or must travel prior to 11:00 a.m. and the travel will end after 2:00 p.m.

3. Dinner - will be reimbursed up to a maximum amount of \$34 36.00 per day if the employee is required to stay overnight to attend the event the following day or if travel must begin by 4:00 p.m. or later and will not end until after 7:00 p.m.
4. The number of meals authorized for travel involving overnight lodging must be approved by the Superintendent or designee prior to travel.

G. Expenses other than Meals and Incidental Expenses

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when District business reasonably requires an overnight stay, registration fees for seminars and conferences, meal costs, internet and other communication expenses incurred on district business, customary tips and gratuities, and other necessary incidental expenses.

To obtain reimbursement for any out-of-pocket travel expenses, ~~including lodging, car rental, parking, plane fare, taxi/bus/shuttle service conference registration, toll charges, and necessary incidental expenses,~~ legible receipts must be presented which do not include personal expenses. The rules below shall apply.

1. Deposits for hotel accommodations shall be the responsibility of the employee.
 2. Hotel rooms should be shared with appropriate personnel whenever possible.
 3. ~~Expenses incurred for tips, gratuities or baggage handling will not be reimbursed.~~ Reimbursable tips and gratuities shall be limited to a maximum of 20% of the tippable receipt.
 4. Ground travel should be arranged so that the maximum number of staff can be accommodated for one charge or at the least cost.
 5. Airfare should be the most economical means available.
- H. Where receipts are lost and cannot be presented with a travel claim, the employee must sign a certification as to those expenses for which receipts are unavailable which must be approved by the Superintendent.
- I. The District shall provide requests for authorization for travel and claim forms for submission by employees with required receipts upon the conclusion of travel.

Legal Reference:

Education Code sections 32435, 44032, 35161

Date Policy Adopted By The Board: September 9, 2003

Date Policy Revised By The Board: November 2, 2017

RANCHO SANTA FE SCHOOL DISTRICT

II.

Board Policies Covering All Certificated Employees

Board Policy No. 4107: LEAVES OF ABSENCE

- A. The leaves herein are granted in compliance with the minimum requirements of the law. Unless the number of days of leave set forth in this Board Policy is greater than the minimums established by law, only the minimums established by law are granted.
- B. The leaves included under paragraph D through L are leaves that must be granted by the District as long as all express conditions are satisfied. The leaves under paragraph M through N are leaves that may be granted within the sole discretion of the District.
- C. The Superintendent has the authority of the District to request and approve verifications of leaves or make final decisions on leaves concerning all certificated employees. The Board has the authority to approve verifications of leaves or make final decisions on leaves by the Superintendent.
- D. Sick Leave (Education Code section 44978)
 - 1. Every certificated employee employed five (5) days a week by the District and twelve months per year (full-time) shall be entitled to twelve (12) days' leave of absence for illness or injury, exclusive of all days he is not required to render service to the District, with full pay for a school year of service. A certificated employee employed for less than five (5) school days a week and/or less than twelve months per year shall be entitled to a proportional amount of leave of absence for illness or injury; pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the school year. If such employee does not take the full amount of leave allowed in any school year under this provision, the amount not taken shall be accumulated from year to year.
 - 2. Any employee shall have the right to utilize sick leave provided for in this provision and the benefit provided by the provision of extended illness leave for absences necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom.
- E. Extended Sick Leave (Education Code sections 44977 and 44978.1)
 - 1. During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from

his or her duties on account of illness or accident for an additional period of five school months, whether or not the absence arises out of or in the course of employment, the amount deducted from the salary due him or her for any of the additional five months in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to the substitute had he or she been employed.

2. For purposes of this provision sick leave, including accumulated sick leave, and the five-month period shall run consecutively. An employee shall not be provided more than one five-month period per illness or accident. However, if a school year terminates before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. No other paid or partial paid illness or accident leave shall be granted by the District.
3. When a certificated employee has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of illness or accident for a period beyond the five-month period provided immediately above, and the certificated employee is not medically able to resume the duties of his or her position, the certificated employee shall no longer be employed by the District but shall be placed on a reemployment list for a period of 24 months if the employee is on probationary status, or for a period of 39 months if the employee is on permanent status. The 24-month or 39-month period shall commence at the expiration of the five-month period of partial paid sick leave.
1. When the certificated employee is medically able, as determined by a physician selected or agreed to by the District, during the 24-month or 39-month period, the employee shall be returned to employment in a position for which he or she is credentialed and qualified. If the employee does not return to work during the 24-month or 39-month period, the employee shall be taken off the reemployment list and shall lose all reemployment rights to the District.

F. Pregnancy Leave (Education Code section 44965)

1. A certificated employee shall have the right to utilize sick leave provided for in this Policy for her absences necessitated by her pregnancy, miscarriage, childbirth, and recovery therefrom.
2. A certificated employee who is required to be absent from duty because she is pregnant or has miscarried or has given birth is entitled to an unpaid leave of absence. The length of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician. Disabilities caused or contributed to by pregnancies, miscarriages, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan. Leaves of

absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth shall be paid leaves of absence to the same extent as leaves for illness, injury, or disabilities.

G. Parental Leave (Education Code section 44977.5)

1. During each school year, a certificated employee may use his or her sick leave for purposes of parental leave for a period of up to 12 workweeks.
2. When an employee has exhausted all sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of parental leave pursuant to Section 12945.2 of the Government Code, the amount deducted from the salary due him or her for any of the remaining portion of the 12-workweek period in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to a substitute had he or she been employed.
3. For purposes of this provision the 12-workweek period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental leave.
4. An employee shall not be provided more than one 12-week period for parental leave during any 12-month period.
5. Parental leave taken pursuant to Education Code section 44977.5 shall run concurrently with parental leave taken pursuant to Government Code section 12945.2 of the Government Code. The aggregate amount of parental leave taken pursuant to Education Code section 44977.5 and Government Code section 12945.2 shall not exceed 12 workweeks in a 12-month period.
6. For purposes of this provision, “parental leave” means leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.
7. Pursuant to Education Code section 44977.5, a certificated employee who has exhausted all available sick leave and continues to be absent from his or her duties on account of parental leave pursuant to Section 12945.2 of the Government Code, shall be compensated at no less than fifty (50) percent of his or her regular salary for the remaining portion of the 12-workweek period of parental leave.

H. Reproductive Loss Leave (Government Code section 12945.6)

1. Employees may take up to five days of leave from work after a reproductive loss event. Employees may take their leave days consecutively but are not required to do so.

2. For purposes of this policy, a reproductive loss event is defined to include all the reasons set forth in Government Code section 12945.6.
3. An employee can take leave following their own reproductive loss event or that of another person provided that the employee would have been the parent of the child born or adopted.
4. Reproductive loss leave must be completed within three months of the reproductive loss event. However, if an employee is on another type of leave during the reproductive loss event, they may take reproductive loss leave within three months of finishing the other form of leave.
5. When a single reproductive loss event occurs over several days, the law treats it as one event. If an employee experiences more than one reproductive loss event in a year, they are entitled to no more than 20 days of reproductive loss leave in that one-year period.
6. Reproductive loss leave is unpaid. However, employees may use accumulated sick leave to be compensated during their reproductive loss leave.

I. Industrial Accident And Illness Leave (Education Code section 44984)

The District specifically limits its liability to the minimum requirements mandated by Education Code section 44984.

1. Such leave shall not exceed sixty (60) working days in any one fiscal year for the same accident.
2. Allowable leave shall not accumulate from year to year.
3. Industrial accident or illness leave will commence on first day of absence.
4. Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this State, exceed the normal wages for the day.
5. Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.
6. When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

7. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other statutory sick leave will then be used; but if an employee is receiving workers' compensation, the employee shall be entitled to use only so much of the accumulated or available sick leave, accumulated compensation time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.
8. Follow up medical appointment required due to an industrial accident or illness must be scheduled outside of the employee's regular work hours. If no alternative appointment time is available, the Superintendent or designee may grant an exception. When an exception is granted, the employee may use available Industrial Accident and Illness Leave for the authorized absence, which shall be reduced by one day for each absence as specified in Education Code Section 44984. Alternatively, the employee may elect to use accrued sick leave provided in paragraph D. Authorized absences under this policy shall not exceed the time necessary for travel to and from, and attendance at, the medical appointment.

J. Personal Necessity Leave (Education Code section 44981)

1. A certificated employee may use accumulated sick leave in case of personal necessity up to a maximum of eight (8) days per school year.
 - Death or serious illness of a member of the employee's immediate family;
 - Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family;
 - Religious observance; or
 - An emergency requiring prompt response, which response cannot reasonably be made by anyone other than the employee and cannot be made at any time other than during the employee's working hours.
3. For purposes of this provision, "personal necessity" shall not include:
 - Pursuit of business, financial, or economic interests of the employee;
 - Vacation or other recreational pursuits;
 - Social events.
4. For purposes of this provision, "members of the immediate family" means the mother, father, grandmother, grandfather, or a grandchild of the employee or the spouse/**domestic partner** of an employee, and the spouse/**domestic partner**, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

5. A certificated employee may use three (3) days of accumulated sick leave each school year for the purpose of "personal business." For purposes of this provision, "personal business" does not include vacation, holidays or recreational pursuits. It does include important family events such as graduations and weddings. A teacher shall not take such personal business leave to be absent on a "critical" instructional day as determined by the Superintendent, to extend a holiday weekend, to be absent from inservice training, to be absent from an IEP meeting or conference, to be absent from any meeting scheduled by the Superintendent or to engage in any concerted activity against the District. The employee must give at least seventy-two (72) hours prior notice to the Superintendent and must clearly describe the specific purpose of the requested absence. The Superintendent must grant the personal business day unless to do so would violate this provision or cause harm to the educational program.
6. ~~Effective January 1, 2000, pursuant to Labor Code section 233, an employee may use no more than six (6) days in any calendar year of accumulated sick leave to attend to the illness of a child, parent, or spouse of the employee. All conditions and restrictions for use of sick leave by the employee shall apply.~~

K. Bereavement Leave (Education Code section 44985, Government Code section 12945.7)

1. The District will grant a request by an employee to take up to (5) five days of bereavement leave upon the death of a family member. For purposes of this policy, "family member" shall mean a ~~spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, son-in-law, daughter-in-law, parent-in-law, or any relative living in the immediate household of the employee~~ **mother, father, grandmother, grandfather, or a grandchild of the employee or the spouse/domestic partner of an employee, and the spouse/domestic partner, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.**
2. Each certificated employee is entitled to a paid leave of absence, not to exceed three (3) days, or five (5) days for in-state travel if travel one way exceeds 300 miles, or five (5) days if out-of-state travel is required, on account of death of an employee's family member. No deduction shall be made from the salary of such employee nor shall such leave be deducted from other leaves.
3. The remaining two (2) days of leave may be unpaid, except that an employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.
4. Bereavement leave is not required to be consecutive. However, it must be completed within three months of the date of the family member's death.
5. The District may request that an employee seeking bereavement leave provide

documentation to support the leave, which shall be provided within 30 days of the first day of the leave.

6. The District shall maintain the confidentiality of any employee requesting leave under this section. Any documentation provided to the District shall be maintained as confidential and shall not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

L. Jury Duty Leave (Education Code section 44036)

Each certificated employee shall be eligible for leave of absence when regularly called or jury duty in the manner provided for by law subject to the following provisions:

1. Subject to the provisions below, the employee, while serving on jury duty, shall receive regular earnings from the District and shall transmit to the District all fees, exclusive of mileage received for jury service.
2. As a matter of general policy, the District does not normally encourage employees to seek exemption from or postponement of jury duty; the District will cooperate with the employee in any appropriate manner.
3. An employee on jury leave for one semester or less shall be entitled to return to the same assignment held at the time such leave commenced, unless such assignment had been discontinued, in which case the employee shall be entitled to a comparable position. An employee on jury leave for more than one semester shall be entitled to return to an assignment comparable to the assignment held at the time such leave commenced. In any case, the assignment of the employee upon return to work shall be comparable to that held at the time jury leave began.

- M. A teacher, with prior written permission from the Superintendent, may work a full day in the summer to prepare the teacher's classroom for the school year, and receive a compensatory day off during the school year in exchange to be selected by the teacher and mutually agreed to by the teacher and the Superintendent. This day off will not be scheduled so as to allow the teacher to be absent on a "critical" instructional day as determined by the Superintendent, to extend a holiday weekend, to be absent from inservice training, to be absent from an IEP meeting or conference, to be absent from any meeting scheduled by the Superintendent, or to engage in any concerted activity against the District.

N. Special Leave

The District may grant, within its sole discretion, leaves of absence for the following reasons: A special leave of absence with or without pay may be granted by the Board upon the recommendation of the Superintendent. A special leave may include a sabbatical leave, a child care leave, an illness leave or any other leave within the discretion of the Board. In the event a special leave is granted, the employee shall be required to provide

the Superintendent notice in writing of their intent to return to work. The Superintendent shall determine the deadline for this written notice, and any leave granted pursuant to this paragraph is contingent upon the employee agreeing to comply with this written notice requirement.

Legal Reference:

Education Code sections 44978, 44977, 44978.1, 44965, 44984, 44981, 44985, 44036, 44977.5

Government Code sections 12945.6, 12945.7

Labor Code section 233

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Revised By The Board: February 9, 2000; January 13, 2005, December 11, 2008, May 6, 2010, March 10, 2016; June 22, 2017; June 22, 2018; July 11, 2019; August 3, 2023; November 19, 2024

RANCHO SANTA FE SCHOOL DISTRICT

III.

Board Policies Covering All Classified Employees

Board Policy No. 4210: LEAVES OF ABSENCE

- A. The leaves herein are granted in compliance with the minimum requirements of the law. Unless the number of days of leave set forth in this Policy is greater than the minimums established by law, only the minimums established by law are granted.
- B. The leaves included under paragraph D through M are leaves that must be granted by the District as long as all express conditions are satisfied. The leaves under paragraph N are leaves that may be granted within the sole discretion of the District.
- C. Only the Superintendent has the authority of the District to approve verifications of leaves or make final decisions on leaves. The Superintendent may prepare and distribute leave forms as long as those forms do not violate the paragraphs of this Policy. The Superintendent may adopt verification procedures to implement the paragraphs of this Policy as long as those verification procedures do not violate the paragraphs of this Policy.
- D. Sick Leave (Education Code section 45191)
 - 1. Every classified employee on a full-time basis shall be entitled to twelve (12) days leave of absence for illness or injury. A classified employee employed for a full workweek, but less than a full fiscal year, is entitled to that proportion of 12 days as the number of months he/she is employed bears to twelve (12).
 - 2. Sick leave for a part-time or regular hourly employee shall be on the basis of his/her daily hours prorated one (1) day per month of service.
 - 3. Credit for illness and injury need not be accrued prior to taking such leave by the employee and such leave may be taken at any time during the year. However, a new employee of the District shall not be eligible to take more than six (6) days or the proportionate number to which he/she may be entitled, until the first day of the calendar months after completion of six (6) months of service with the District.
 - 4. If the employee does not utilize the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year so long as he/she remains in the employment of the District.
 - 5. Employees shall be required to present a licensed California Physician's or Christian Science Practitioner's certificate verifying the personal illness or injury

and that the employee is released to full duty after five (5) consecutive working days of absence, or sooner if so determined by the Superintendent.

E. Extended Sick Leave (Education Code section 45196)

Each year classified employees shall be credited with a total of 100 working days of paid sick leave, including the days provided for under Paragraph D, above (Education Code Section 45191). Upon exhaustion of all accumulated sick leave, an employee who continues to be absent from his/her duties on account of illness or an accident shall receive extended sick leave pay at a rate of 50 percent of the employee's regular salary. In order to qualify for extended sick leave, an employee must have exhausted all regular accumulated sick leave. The paid sick leave authorized under this Paragraph shall be exclusive of any other paid leave, holidays, vacation, or compensating time to which the employee may be entitled.

Before an employee may be provided extended sick leave benefits, the Superintendent may require the employee to present a licensed California certificate verifying the personal illness or injury, the estimated duration of the absence, and the expected date of return. Upon the employee's return to work, the employee shall be required to present certification by one of the above and that the employee is released to full duty.

F. Pregnancy Leave (Education Code section 45193)

1. Employees are entitled to use sick leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, or recovery therefrom. Such leave shall not be used for child care, child rearing, or preparation for child bearing, but shall be limited to those disabilities as set forth above.
2. The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician; however, the District may require a verification of the extent of disability through consultation with the employee's physician or through a physical examination of the employee by a physician appointed by the District.
3. The date on which the employee shall resume duties shall be determined by the employee on leave and the employee's physician; however, the District may require a verification of the extent of disability through consultation with the employee's physician or through a physical examination of the employee by a physician appointed by the District as to the employee's ability to return to normal duty.
4. The employee on leave for pregnancy disability shall be entitled to return to a position comparable to that held at the time the leave commences.

G. Parental Leave (Education Code section 45196.1)

1. During each school year, a classified employee may use his or her sick leave for purposes of parental leave for a period of up to 12 workweeks.
2. When an employee has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of parental leave pursuant to Section 12945.2 of the Government Code, the employee shall be compensated at a rate of 50 percent of the employee's regular salary for the remaining portion of the 12-workweek period of parental leave.
3. For purposes of this provision the 12-workweek period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of parental leave.
4. An employee shall not be provided more than one 12-week period for parental leave during any 12-month period.
5. Parental leave taken pursuant to Education Code section 45196.1 shall run concurrently with parental leave taken pursuant to Government Code section 12945.2 of the Government Code. The aggregate amount of parental leave taken pursuant to Education Code section 44977.5 and Government Code section 12945.2 shall not exceed 12 workweeks in a 12-month period.
6. For purposes of this provision, "parental leave" means leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

H. Reproductive Loss Leave (Government Code section 12945.6)

1. Employees may take up to five days of leave from work after a reproductive loss event. Employees may take their leave days consecutively but are not required to do so.
2. For purposes of this policy, a reproductive loss event is defined to include all of the reasons set forth in Government Code section 12945.6.
3. An employee may take leave following their own reproductive loss event or that of another person provided that the employee would have been the parent of the child born or adopted.
4. Reproductive loss leave must be completed within three months of the reproductive loss event. However, if an employee is on another type of leave during the reproductive loss event, they may take reproductive loss leave within three months of finishing the other form of leave.

5. When a single reproductive loss event occurs over several days, the law treats it as one event. If an employee experiences more than one reproductive loss event in a year, they are entitled to no more than 20 days of reproductive loss leave in that one-year period.
6. Reproductive loss leave is unpaid. However, employees may use accumulated sick leave or vacation to be compensated during their reproductive loss leave.

I. Industrial Accident And Illness Leave (Education Code section 45192)

1. An employee shall be eligible for industrial accident and illness leave for personal illness or injury which has qualified for workers' compensation under the provisions of the State Compensation Insurance Fund.
2. An employee who has sustained a job-related injury or illness shall report the same to his/her immediate supervisor on the appropriate District form within twenty-four (24) hours of the injury or illness. To qualify for industrial accident or illness leave, an employee shall be examined and treated, if necessary, by a physician designated by the District or the District's industrial accident insurance carrier. Whoever may be designated to treat the employee, if necessary, the District retains the right to have the employee thereafter examined by a physician designated by the District to assist in determining the length of time during which the employee will be temporarily unable to perform assigned duties and the degree to which a disability or illness is attributable to the injury and job.
3. Industrial accident or illness leave shall be subject to the following limitations:
 - a. Such leave shall not exceed sixty (60) days during which schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same industrial accident or illness.
 - b. Such leave shall not be accumulated from year to year. Such leave shall commence on the first day of authorized absence and shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.
 - c. When such leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due for the same injury or illness.
 - d. For any days of absence from duty as a result of the same industrial accident or illness, the employee shall endorse to the District any temporary disability indemnity checks received by him/her which could make the total compensation from both the District and such disability indemnity exceed 100% of the amount the employee would have received as salary had there

been no industrial accident or illness. If the employee fails to endorse to the District any temporary disability indemnity checks received on account of the industrial accident or illness as provided herein, the District shall deduct from the employee's salary warrant the amount of such disability indemnity actually paid to and retained by the employee.

- e. Upon conclusion of such leave, an employee may utilize any available personal illness or injury leave providing that any personal illness or injury leave utilization, when combined with any temporary disability indemnity shall not exceed 100% of the amount the employee would have received as salary had there been no industrial accident or illness.
4. Any employee shall be permitted to return to service following an industrial accident or illness only upon presentation of a release from the authorized worker's compensation physician certifying the employee's ability to return to his/her position without restrictions or detriment to the employee's physical and emotional well-being, and the health and safety of others.
5. Follow up medical appointment required due to an industrial accident or illness must be scheduled outside of the employee's regular work hours. If no alternative appointment time is available, the Superintendent or designee may grant an exception. When an exception is granted, the employee may use available Industrial Accident and Illness Leave for the authorized absence, which shall be reduced by one day for each absence as specified in Education Code Section 45192. Alternatively, the employee may elect to use accrued sick leave provided in paragraph D. Authorized absences under this policy shall not exceed the time necessary for travel to and from, and attendance at, the medical appointment.
6. When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of his/her position, he/she shall be placed on a re-employment list for a period of thirty-nine (39) months. When available, during the 39-month period, he/she shall be employed in a vacant position in the class of his/her previous assignment over all other available candidates except for a re-employment list established because of lack of work or lack of funds, in which case he/she shall be listed in accordance with appropriate seniority regulations. An employee who has been placed on a reemployment list, as provided herein, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed for cause.

J. Personal Necessity Leave (Education Code section 45207)

1. An employee may use no more than seven (7) days of accumulated sick leave per school year in case of personal necessity.
2. For purposes of this provision, "personal necessity" is defined as:

- Death or serious illness of a member of the employee's immediate family;
 - Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family;
 - Religious observance; or
 - ~~Attendance at birth of child during regular workday; or~~
 - An emergency requiring prompt response, which response cannot reasonably be made by anyone other than the employee and cannot be made at any time other than during the employee's working hours.
3. For purposes of this provision, "personal necessity" shall not include:
- Pursuit of business, financial, or economic interests of the employee;
 - Vacation or other recreational pursuits; or
 - Social events
4. For purposes of this provision, "immediate family" shall mean the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse/domestic partner of the employee, and the spouse/domestic partner, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.
5. Except in the case of an emergency, such as the death of a member of the employee's immediate family or an accident involving the employee's or his immediate family member's person or property, advance permission of leave pursuant hereto must be obtained from the Superintendent.
6. ~~Pursuant to Labor Code section 233, an employee may use no more than six (6) days in any calendar year of accumulated sick leave to attend to the illness of a child, parent, spouse, or domestic partner of the employee. All conditions and restrictions for use of sick leave by the employee shall apply.~~
6. An employee may use three (3) days of accumulated sick leave each school year for the purpose of "personal business." For purposes of this provision, "personal business" does not include vacation, holidays or recreational pursuits. It does include important family events such as graduations and weddings. An employee shall not take such personal business leave to be absent on a "critical" operational day as determined by the Superintendent, to extend a holiday weekend, to be absent from inservice training, or to be absent from any meeting scheduled by the Superintendent. An employee must submit a request for personal business leave at least seven (7) days in advance and must clearly describe the specific purpose of the requested absence. The decision to grant or deny the request is within the discretion of the Superintendent or designee.

K. Bereavement Leave (Education Code section 45194, Government Code section 12945.7)

1. The District will grant a request by an employee to take up to (5) five days of bereavement leave upon the death of a family member. For purposes of this policy, “family member” shall mean ~~a spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, son-in-law, daughter-in-law, parent-in-law, or any relative living in the immediate household of the employee.~~ **the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse/domestic partner of the employee, and the spouse/domestic partner, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.**
2. An employee shall be eligible for a minimum of three (3) days of paid bereavement leave of absence, or five (5) days leave of absence if out-of-state travel is required, without loss of salary on account of the death of an employee’s family member.
3. The remaining two (2) days of leave may be unpaid, except that an employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.
4. Bereavement leave is not required to be consecutive. However, it must be completed within three months of the date of the family member’s death.
5. The District may request that an employee seeking bereavement leave provide documentation to support the leave, which shall be provided within 30 days of the first day of the leave.
6. The District shall maintain the confidentiality of any employee requesting leave under this section. Any documentation provided to the District shall be maintained as confidential and shall not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

L. Jury Duty Leave (Education Code section 44036 and 44037)

Employees shall be eligible for leave of absence when regularly called for jury duty in the manner provided for by law subject to the following provisions:

1. Subject to the provisions below, the employee, while serving on jury duty, shall receive his/her regular earnings from the District and shall transmit to the District all fees, exclusive of mileage received from jury service.
2. As a matter of general policy, the District does not normally encourage employees to seek exemption from or postponement of jury duty; the District will cooperate with the employee in any appropriate manner. Employees, who would otherwise be ineligible for paid leave under these provisions, who are denied an exemption or postponement after a good-faith application for same, shall be eligible for paid

leave for a period not to exceed the normal tour of jury service for the particular judicial jurisdiction.

3. An employee on jury leave for one semester or less shall be entitled to return to the same assignment held at the time such leave commenced, unless such assignment had been discontinued, in which case the employee shall be entitled to a comparable position. An employee on jury leave for more than one semester shall be entitled to return to an assignment comparable to the assignment held at the time such leave commenced. In any case, the assignment of the employee upon return to work shall be comparable to that held at the time jury leave began.
4. No more than one classified employee or two (2) percent of the classified staff, whichever is greater, shall be granted jury duty leave with pay at any one time.

M. Additional Leave For Nonindustrial Accident Or Illness; Reemployment Preference (Education Code section 45195)

1. A permanent employee of the classified service who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leave and who is absent because of nonindustrial accident or illness may be granted additional leave, paid or unpaid, not to exceed six months. The Board may renew the leave of absence, paid or unpaid, for two additional six-month periods or such lesser leave periods that it may provide but not to exceed a total of 18 months.
2. An employee, upon ability to resume the duties of a position within the class to which he was assigned, may do so at any time during the leaves of absence granted under this Policy and time lost shall not be considered a break in service. He shall be restored to a position within the class to which he was assigned and, if at all possible, to his position with all the rights, benefits and burdens of a permanent employee.
3. If at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his position, he shall be placed on a reemployment list for a period of 39 months.
4. At any time, during the prescribed 39 months, the employee is able to assume the duties of his position he shall be reemployed in the first vacancy in the classification of his previous assignment. His reemployment will take preference over all other applicants except for those laid off for lack of work or funds in which case he shall be ranked according to his proper seniority. Upon resumption of his duties, the break in service will be disregarded and he shall be fully restored as a permanent employee.

N. Special Leave.

The District may grant, within its sole discretion and pursuant to any of its Policies, leaves of absence for the following reasons: A special leave of absence with or without pay may be granted by the Board upon the recommendation of the Superintendent. In the event a special leave is granted, the employee shall be required to provide the Superintendent notice in writing of their intent to return to work. The Superintendent shall determine the deadline for this written notice, and any leave granted pursuant to this paragraph is contingent upon the employee agreeing to comply with this written notice requirement.

Legal Reference:

Education Code sections 45190, 45191, 45196, 45296.1, 45192, 45193, 45207, 45194, 44036, 44037, and 45195

Labor Code section 233

Government Code sections 12945.6, 12945.7

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Revised By The Board: January 13, 2005; May 17, 2007; June 22, 2017; June 22, 2018; July 11, 2019; October 14, 2022; August 3, 2023; November 19, 2024
Date Policy Reviewed By The Board: December 11, 2008; July 11, 2019

RANCHO SANTA FE SCHOOL DISTRICT

II.

Board Policies Covering All Certificated Employees

Board Policy No. 4108: HEALTH AND WELFARE BENEFITS

- A. Commencing on February 1, 2024, the District will contribute up to a maximum of \$1,050.00 per month (\$12,600/annually) per permanent or probationary certificated employee for current coverage for employee only under current health, vision, dental, and life insurance policies. The above maximum amount will be prorated for part-time permanent or probationary certificated employees in accordance with their work hours and work year. If an eligible employee chooses a plan for which the premium for employee only coverage is less than the District's maximum contribution, any savings may be used by the employee to pay part of the costs for vision, dental or spousal health coverage.
- B. If, in any month, the cost of the health care coverage in paragraph A exceeds the specific maximum contribution of the District, the amount of the excess will be deducted from the paychecks of employees.
- C. The amount of life insurance available to employees under paragraph A above shall be \$100,000.00.
- D. A vision plan will be provided for eligible employees who choose to participate at their own cost which shall be paid for by payroll deduction. If an eligible employee chooses a health care plan that is less than the maximum contribution of the District, the employee to pay any part of the costs of a vision plan.
- E. Domestic Partners
 - 1. Commencing January 1, 2005, eligible employees may receive health (medical, dental and vision) benefits for their domestic partners, upon written request, subject to any legal restrictions, the terms of this Board Policy, and the policies of the District's health care providers and carriers. Eligible employees for purposes of this Board Policy are those regular employees who are currently eligible for health benefits under this Board Policy.
 - 2. The term "domestic partner" for purposes of this Board Policy shall have the same meaning as that definition in Family Code section 297.
 - 3. Domestic partners of eligible employees shall receive health benefits under this Board Policy only if all requirements set forth in Family Code section 297 are met, and the District receives a copy of the registered form of the Declaration of Domestic Partnership which has been returned to the domestic partners from the

California Secretary of State. (Family Code section 298.5). The District may require verification and/or evidence of compliance in addition to receipt of a copy of the registered form of the Declaration of Domestic Partnership. The burden of proof is on the eligible employee seeking health benefits for his or her domestic partner.

- G. Eligible employees who do obtain health benefits for their domestic partners pursuant to Board Policy shall immediately notify the District in writing whenever the domestic partnership is terminated. (Family Code section 299).
- H. It is the intent of the Board that this Board Policy be consistent with current law. Any part of this Board Policy which is not consistent with current law shall be void. Any changes in applicable law which impacts this Board Policy shall automatically modify this Board Policy to ensure consistency.

Legal Reference:

Family Code sections 297, 298, 298.5, 299, 299.5, 299.6

Government Code sections 22867, 22868, 22869, 22871, 22871.1, 22871.2, 22871.3, 22872, 22873, 22874, 22875, 22876, 22877, 53200, 53201, 53202, 53206, 53205.1

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Revised By The Board: February 9, 2000; January 13, 2005; December 11, 2008, May 6, 2010, July 18, 2013; June 4, 2015, November 2, 2017, July 11, 2019, August 12, 2021, February 27, 2024

RANCHO SANTA FE SCHOOL DISTRICT

III.

Board Policies Covering All Classified Employees

Board Policy No. 4208: HEALTH AND WELFARE BENEFITS

- A. Commencing on February 1, 2024, the District will contribute up to a maximum of \$1,050.00 per month (\$12,600/annually) per full-time permanent or probationary twelve month classified employee for current coverage for employee only under current health, **vision**, dental, and life insurance policies. The above maximum amount will be prorated for part-time twelve month employees in accordance with their work hours and work year. If an eligible employee chooses a plan for which the premium for employee only coverage is less than the District's maximum contribution, any savings may be used by the employee to pay part of the costs for **vision**, dental or spousal health coverage.
- B. Commencing on February 1, 2024, the District will contribute up to a maximum of \$1,050.00 per month (\$12,600/annually) per permanent or probationary ten and eleven month classified employee assigned to a work schedule of 75% or more for current coverage for employee only under current health, dental, and life insurance policies. Ten and eleven month classified employees who are assigned a work schedule of less than 75% are not eligible for health and welfare benefits under this Board Policy. The above maximum amount will be prorated for eligible part-time ten and eleven month employees in accordance with their work hours and work year. If an eligible employee chooses a plan for which the premium for employee only coverage is less than the District's maximum contribution, any savings may be used by the employee to pay part of the costs for dental or spousal health coverage.
- C. If, in any month, the cost of the health care coverage in paragraph A and B exceeds the specific maximum contribution of the District, the amount of the excess will be deducted from the paychecks of employees by automatic payroll deduction.
- D. The amount of term life insurance made available to employees under paragraph A and B shall be \$100,000.00.
- E. Eligible employees may purchase spousal health care coverage at their own cost and such premiums shall also be deducted by automatic payroll deduction.
- F. Domestic Partners
 - 1. Commencing January 1, 2005, eligible employees may receive health (medical, dental and vision) benefits for their domestic partners, upon written request, subject to any legal restrictions, the terms of this Board Policy, and the policies of the District's health care providers and carriers. Eligible employees for purposes

of this Board Policy are those regular employees who are currently eligible for health benefits under this Board Policy.

2. The term "domestic partner" for purposes of this Board Policy shall have the same meaning as that definition in Family Code section 297
 3. Domestic partners of eligible employees shall receive health benefits under this Board Policy only if all requirements set forth in Family Code section 297 are met, and the District receives a copy of the registered form of the Declaration of Domestic Partnership which has been returned to the domestic partners from the California Secretary of State (Family Code section 298.5). The District may require verification and/or evidence of compliance in addition to receipt of a copy of the registered form of the Declaration of Domestic Partnership. The burden of proof is on the eligible employee seeking health benefits for his or her domestic partner.
- H. Eligible employees who do obtain health benefits for their domestic partners pursuant to Board Policy shall immediately notify the District in writing whenever the domestic partnership is terminated (Family Code section 299).
- I. It is the intent of the Board that this Board Policy be consistent with current law. Any part of this Board Policy which is not consistent with current law shall be void. Any changes in applicable law which impacts this Board Policy shall automatically modify this Board Policy to ensure consistency.

Legal Reference:

Education Code section 45103

Family Code sections 297, 298, 298.5, 299, 299.5, 299.6

Government Code sections 22867, 22868, 22869, 22871, 22871.1, 22871.2, 22871.3, 22872, 22873, 22874, 22875, 22876, 22877, 53200, 53201, 53202, 53206, 53205.1

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Revised By The Board: February 9, 2000; January 13, 2005; December 11, 2008, May 6, 2010, July 18, 2013; June 4, 2015, November 2, 2017, July 11, 2019, August 12, 2021, February 27, 2024

RANCHO SANTA FE SCHOOL DISTRICT

III.

Board Policies Covering All Certificated Employees

Board Policy No. 4109: OVERPAYMENT OF WAGES

A. Purpose:

It is the policy of the District that the following procedures shall be used when the District determines that an overpayment of wages has occurred. The purpose of this policy is to comply with the legal requirements applicable to the recoupment of any overpayment of wages and it shall be interpreted consistent with that intent.

B. Notification of Overpayment of Wages:

In the event of any overpayment of wages, the employee or the District shall notify the other as soon as practicable.

C. Procedures for Recoupment of Overpayment of Wages:

1. Upon determining that an overpayment of wages has occurred, the District shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing recoupment actions, inform the employee of their rights under the law, and shall follow the applicable procedures for recoupment as set forth in Education Code Section 44042.5.
2. If the employee agrees that the District overpaid them in the claimed amount, reimbursement shall be made to the District through one of the following methods mutually agreed to by the employee and the District:
 - a. Cash payment or cash installment payments.
 - b. Installment payments through payroll deduction covering at least the same number of pay periods in which the error occurred.
 - c. The adjustment of appropriate leave credits or compensating time off, provided that the overpayment involves the accrual or crediting of leave credits such as vacation, annual leave, holiday leave, or compensating time off. Any errors in sick leave balances shall only be adjusted with sick leave credits.
3. Absent mutual agreement on a method of reimbursement, within 30 days of the District verifying the overpayment amount, the District shall proceed with recoupment pursuant to Paragraph C.3.b.

4. If the employee disputes the existence or amount of an overpayment, the District shall first initiate a legal action and obtain a court validating the overpayment amount before it may recover the overpayment amount.
5. An employee who is separated from employment before full repayment of the overpayment amount owed shall have an amount sufficient to provide full repayment withheld from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee. If the amount of money owed to the employee upon separation is insufficient to provide full reimbursement to the District, the District shall have the right to exercise any and all other legal means to recover the additional amount owed.
6. A legal action shall not be taken by District pursuant to policy to recover an overpayment unless the action is initiated within three years from the date of overpayment. If an overpayment involves leave credits, the date of overpayment is the date that the school employee receives compensation in exchange for leave erroneously credited to the employee. For purposes of this section, leave hours are considered exchanged for compensation in the order they were credited.

Legal Reference:
Education Code section 44042.5

Date Policy Adopted By The Board:

RANCHO SANTA FE SCHOOL DISTRICT

III.

Board Policies Covering All Classified Employees

Board Policy No. 4206: SALARY CHECKS AND DEDUCTIONS

A. Paychecks:

Regular paychecks of employees shall be itemized to include: regular pay, other pay, gross pay, federal withholding tax, social security deduction, retirement deduction, and other miscellaneous deductions, including any health and welfare deductions.

B. Payroll Errors:

Whenever it is determined that an error has been made in the calculation or reporting in any classified employee payroll or in the payment of any classified employee's salary, the District shall, within five (5) workdays following such determination, provide the employee pursuant to Education Code section 45167 with a statement of the correction and a supplemental payment drawn against any available funds.

~~C. Over-Payment Of Pay And Allowances:~~

- ~~1. In the event of any over-payment of pay and allowances, the employee or the District shall notify the other as soon as practicable.~~
- ~~2. In the event that the District learns of an overpayment, no deduction shall be made from any paycheck unless the employee is first notified about the specific reasons for the overpayment and the employee is given a reasonable opportunity to meet with a District representative to discuss the matter, present evidence in opposition to the finding of overpayment, and discuss a repayment schedule.~~
- ~~3. Under no circumstances shall a deduction be made from any one paycheck that is greater than twenty-five percent (25%) of the employee's gross pay in a pay period. The sole exception to this rule shall be where an individual is no longer an employee of the District.~~

C. Overpayment Of Wages:

- ~~1. In the event of any overpayment of wages, the employee or the District shall notify the other as soon as practicable.~~
- ~~2. Upon determining that an overpayment of wages has occurred, the District shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing recoupment actions, inform the employee~~

of their rights under the law, and shall follow the applicable procedures for recoupment as set forth in Education Code Section 44042.5.

3. If the employee agrees that the District overpaid them in the claimed amount, reimbursement shall be made to the District through one of the following methods mutually agreed to by the employee and the District:
 - a. Cash payment or cash installment payments.
 - b. Installment payments through payroll deduction covering at least the same number of pay periods in which the error occurred.
 - c. The adjustment of appropriate leave credits or compensating time off, provided that the overpayment involves the accrual or crediting of leave credits such as vacation, annual leave, holiday leave, or compensating time off. Any errors in sick leave balances shall only be adjusted with sick leave credits.
4. Absent mutual agreement on a method of reimbursement, within 30 days of the District verifying the overpayment amount, the District shall proceed with recoupment pursuant to Paragraph C.3.b.
5. If the employee disputes the existence or amount of an overpayment, the District shall first initiate a legal action and obtain a court validating the overpayment amount before it may recover the overpayment amount.
6. An employee who is separated from employment before full repayment of the overpayment amount owed shall have an amount sufficient to provide full repayment withheld from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee. If the amount of money owed to the employee upon separation is insufficient to provide full reimbursement to the District, the District shall have the right to exercise any and all other legal means to recover the additional amount owed.
7. A legal action shall not be taken by District pursuant to policy to recover an overpayment unless the action is initiated within three years from the date of overpayment. If an overpayment involves leave credits, the date of overpayment is the date that the school employee receives compensation in exchange for leave erroneously credited to the employee. For purposes of this section, leave hours are considered exchanged for compensation in the order they were credited.

D. Payroll Adjustments:

Any payroll adjustment due an employee including, but not limited to, vacation pay, working out of class, overtime, additional regular pay, or approved other reasons, shall be paid by regular payroll check following the payroll adjustment. The District will make

every effort to ensure the adjustment is included in the regular payroll immediately following the circumstances requiring payroll adjustment.

Legal Reference:

Education Code sections 44042.5, 45167

Date Policy Adopted By The Board: September 6, 1990

Dates Policy Reviewed By The Board: January 13, 2005; May 17, 2007; December 11, 2008

RANCHO SANTA FE SCHOOL DISTRICT

Board Policy 6037: ANIMALS ON CAMPUS

A. Purpose and Scope

The purpose of this policy is to establish the rules for bringing animals onto District property. These rules are designed to ensure the health, safety, and well-being of students, staff, and the animals involved, and to ensure compliance with the legal requirements for the use of service animals by individuals with disabilities.

B. Employee Use of Classroom Pets for Instructional Purposes

1. The Superintendent or designee may authorize an employee to bring an animal to school as a classroom pet for instructional purposes.
2. A request for a classroom pet shall be submitted in writing using a form prescribed by the District at least two (2) weeks in advance. The request shall include the following: (a) a description of the instructional purpose of the classroom pet; (b) certification and proof of current vaccination status of the animal; and (c) an agreement to defend and indemnify the District against any claim or loss caused by the animal being on campus.
3. The Superintendent or designee's decision to grant or deny a request will be based upon an assessment of the instructional value of the classroom pet, the appropriateness of the species for the students' age and maturity, and any potential disruption and/or risks involved. In all cases the Superintendent or designee's decision shall be final. Any grant of permission shall be subject to revocation at any time within the discretion of the Superintendent.
4. Upon grant of permission, written notification shall be provided to all parents/guardians of students in the affected class, asking them to verify whether their child has any known allergies, asthma, or other health condition that may be aggravated by the animal's presence. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or other health condition that may be aggravated by the animal, the District shall take appropriate measures to protect the student from exposure to the animal.
5. All animals brought to school shall be adequately fed, effectively controlled, humanely treated, and properly housed in cages or containers suitable for the species. The employee shall ensure that cages and containers are cleaned regularly and that waste materials are removed and disposed of in an appropriate manner.
6. The employee shall ensure that students receive instructions regarding the proper handling of and personal hygiene around animals. Except for service animals, as provided in paragraph E, all animals are prohibited on school transportation services.

C. Student Use of Animal for Classroom Visit

With prior approval of the Principal, a teacher may authorize a student to bring an animal to campus for a brief, educationally related classroom visit.

D. Facility Dogs

The Superintendent may authorize the use of a facility dog on campus for the purpose of providing physical, social, and emotional benefits to students. A facility dog may only be authorized for use by an employee who possesses a Pupil Personnel Services credential and who is designated as the certified handler of the dog. Only one facility dog is permitted on campus at any given time.

E. Use of Service Animal by Individuals with Disabilities

1. The District allows service animals that assist individuals with disabilities consistent with Americans with Disabilities Act (ADA) regulations and California Civil Code sections 51.1 and 54.2. A “service animal” is defined as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.”
2. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
3. Individuals with disabilities may be accompanied on District property by service animals, including specially trained guide dogs, signal dogs, or service dogs.
4. If an individual is allergic to the service dog, the dog’s handler will keep the dog away from the person with allergies by having them in different rooms. The use of an air purifier will also be implemented to reduce allergens in the room. Allergies cannot be used to exclude the use of a service dog on campus.
5. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of the definition of service animal. Therapy, emotional support, or companion animals are not service animals, and therefore, are

not permitted on District property or to accompany students or staff during the instructional school day.

6. The Superintendent or designee may ask any individual with a disability to remove their service animal from school premises or transportation if the animal is out of control and the individual does not take effective action to control it or the animal is not housebroken. When an individual's service animal is excluded, they shall be given an opportunity to participate in the service, program, or activity without having the service animal present.

Legal References:

State:

Education Code section 39839

California Civil Code section 51.1, 54.2

California Code of Regulations Title 13 section 1216

Federal:

The Americans with Disabilities Act, 42 U.S.C. section 12101 et seq.,
Title 28 of the Code of Federal Regulation

Date Policy Adopted By The Board:

RANCHO SANTA FE SCHOOL DISTRICT

Board Bylaw No. 9011: CONFLICT OF INTEREST AND DISCLOSURE CODE

A. Unlawful Financial Interests In Contracts With The District

The Board acknowledges that Government Code sections 1090-1097 covering unlawful financial interests in contracts with the District apply to Board members and employees. It shall be the policy of the District that these laws be complied with. Government Code section 1098 shall apply to any public officer or employee who willfully and knowingly discloses for pecuniary gain, to any other person, confidential information acquired by him or her in the course of his or her official duties, or uses any such information for the purpose of pecuniary gain.

B. Unlawful Incompatible Activities

The Board acknowledges that Government Code sections 1125-1129 covering unlawful incompatible activities apply to Board members and employees. It shall be the policy of the District that these laws are complied with.

The Board may determine at any time whether any outside activity is incompatible as long as such determination is consistent with Government Code sections 1125-1129.

The Board shall give written notice to any Board member or employee who is engaging in any incompatible activity that such activity has been determined by the Board to be prohibited. The Board member or employee has the right to appeal such determination to the Board, but such appeal must be filed in writing within twenty (20) days of receipt of the determination. Any appeal must state the specific grounds for the appeal and must be supported by proper evidence.

No Board member or employee shall be disciplined for engaging in any unlawful incompatible activity without prior written notice that such activity has been determined to be prohibited, and without prior written notice that discipline is proposed.

C. Conflict Of Interest Code Required By Government Code Section 87300

Adoption

In compliance with the Political Reform Act of 1974, Government Code sections 81000 et seq., the Board hereby adopts this Conflict of Interest Code pursuant to and required by Government Code section 87300, which shall apply to all Board members and designated employees of the District. It is the intent of this Conflict of Interest Code to ensure full compliance with all applicable law.

The District's Conflict of Interest Code shall comprise and incorporate by reference the terms of Government Code section 87300 and the terms of California Code of Regulations,

Title 2, section 18730 and any amendments thereto adopted by the Fair Political Practices Commission, together with the attachments hereto to this Bylaw specifying designated positions and the specific types of disclosure statements required for each position.

Designated Employees

Employees of the District and Board members who hold positions which involve the making, or participation in the making, of decisions which may have a foreseeable material effect on any financial interest, shall be designated employees. All persons who hold the positions specifically enumerated in Exhibit "A" are designated employees.

Disclosure Statement Filing

1. Each designated employee and Board member shall file annual Statements of Economic Interests directly with the District in the manner prescribed in this Code and by the County Clerk, disclosing reportable interests in real property, investments in and business positions with business entities, and income which might foreseeably be affected materially by the operations of the District. It has been determined that it is foreseeable that the types of investments, interests in real property, and income listed in the disclosure categories in Exhibit "B" may be affected materially by decisions made or participated in by the designated employee by virtue of his/her position. Such interests are reportable if held by the designated employee. Upon receipt of the statements, the District shall make and retain copies and forward the originals to the County of San Diego Clerk of the Board of Supervisors.
2. Annual statements shall be filed on or before April 1 disclosing investments, business positions, interests in real property and income held or received in the period since the closing date of the employee's previously filed statement and December 31st.
3. Leaving office statements shall be filed by every person who leaves a designated position specified in Exhibit "A" within thirty (30) days after leaving the position, disclosing his/her reportable investments, business positions, interests in real property, and income during the period since the closing date of the previous statement filed and the date of termination. The statement shall include any investments in and position in business entities, interests in real property, and income held or received at any time during the period covered by the statement, whether or not they are still held at the time of filing. If an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.
4. Board members and the Superintendent shall file initial statements thirty (30) days before assuming office. All other employees appointed, promoted or transferred to designated positions shall file initial statements within thirty (30) days after the date of assuming the position.

5. The Superintendent is the designated filing officer regarding the filing of Statements of Economic Interest.

Disclosure Statement Contents

Disclosure statements shall be made on forms supplied by the County Clerk.

1. Contents of Investment and Interest in Real Property Reports (Government Code section 87206):

When an investment or interest in real property is required to be disclosed, the statement shall contain the following:

- a. A statement of the nature of the investment or interest
- b. The name of the business entity in which each investment is held and general description of the business activity.
- c. The address or other precise location of the real property.
- d. A statement of whether the fair market value of the investment or interest in real property exceeds Two Thousand Dollars (\$2,000) but does not exceed Ten Thousand Dollars (\$10,000), whether it exceeds Ten Thousand Dollars (\$10,000) but does not exceed One Hundred Thousand Dollars (\$100,000), or whether it exceeds One Hundred Thousand Dollars (\$100,000) but does not exceed one million dollars (\$ 1,000,000) or whether it exceeds one million dollars (\$1,000,000).
- e. In the case of an investment which constitutes fifty percent (50%) or more of the ownership interest in a business entity, disclosure of the investments and interests in real property of the business entity.
- f. If the property or investment was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal. Information need not be provided with respect to an interest in real property which is used principally as the residence of the filer or any other property used exclusively as the personal residence of the filer.

2. Contents Of Income Reports (Government Code section 87207):

- a. When income is required to be reported under this Code, the statement shall contain the following:
 - The name and address of each source of income aggregating Five Hundred Dollars (\$500) or more in value, or Fifty Dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.

- A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least Five Hundred Dollars (\$500) but did not exceed One Thousand Dollars (\$1,000), whether it was in excess of One Thousand Dollars (\$1,000), but was not greater than Ten Thousand Dollars (\$10,000), or whether it was greater than Ten Thousand Dollars (\$10,000) but not greater than One Hundred Thousand Dollars (\$100,000).
- A description of the consideration, if any, for which the income was received.
- In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received, the name and address of the donor and the amount, and a description of the gift.
- In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:
 - The name, address, and a general description of the business activity of the business entity.
 - In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity, if the filer's pro rata share of fees from such person was greater than One Thousand Dollars (\$1,000).
 - In the case of a business entity not covered by the above sub-paragraph, the name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than Ten Thousand Dollars (\$10,000) during the calendar year.

D. Disqualification

Designated employees must disqualify themselves pursuant to applicable law from making or participating in the making of any decision which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable financial interest of that employee except as allowable by law.

E. Manner of Disqualification

A designated employee required to disqualify him/herself shall notify his/her immediate superior in writing. This notice shall be forwarded to the Superintendent who shall record

the employee's disqualification. Upon receipt of such statement, the supervisor shall immediately reassign the matter to another employee.

In the case of a member of the Board, notice shall be given immediately prior to the consideration of the matter at the meeting during which consideration of the decision takes place of the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required. Such disclosure shall be made part of the official record of the Board. The member shall then refrain from discussion and voting on the matter or otherwise participating in any way and shall attempt in no way to use his/her official position to influence any other person with respect to the matter. The Board member must leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. The Board member may, however, speak on the issue only during the time that the general public speaks on the issue.

F. Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code sections 89501 and 89502.)

The term honorarium does not include:

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes. (Government Code section 89501.)

G. Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code section 89503 and California Code of Regulations, Title 2, CCR section 18730. The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code section 89506. A gift of travel does not include travel provided by the District for Board members and designated employees.

H. **Training**

Each Board member shall complete ethics training in accordance with Government Code 53234-53235.2 by January 1, 2026, and at least once every two years thereafter.

Legal Reference:

Government Code sections 1090-1098, 1125-1129, 53234-53235.2, 81000 *et seq.*, 87300, 89502, 89503

Title 2 C.C.R. section 18700 *et seq.*

Date Bylaw Adopted By The Board: September 6, 1990

Dates Bylaw Revised By The Board: February 9, 2000; August 18, 2004; June 5, 2008; March 1, 2012; October 4, 2018; September 24, 2024

EXHIBIT A

DESIGNATED POSITIONS

- A. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in Exhibit B:

Members of the Board

Superintendent

Consultants as required by applicable law - Title 2, CCR section 18700

- B. Persons occupying the following positions are designated employees and must disclose financial interests defined in categories 2 and 3 of Exhibit B.

Assistant Superintendent

Principals

Chief Business Officer

Director of Maintenance and Operations

Director of Special Education

Director of Technology

EXHIBIT B

DISCLOSURE CATEGORIES

(Not Intended To Conflict With Applicable Law)

Category 1

- a. Interests in real property which is located in whole or in part either (1) within the boundaries of the District, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments in or income from business entities which are contractors or sub-contractors which are or have been within the previous two year period engaged in the performance of building construction or design of the type utilized by the District.
- c. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

Category 2

Investments in or income from business entities which manufacture or sell supplies, books, machinery, or equipment of the type used by or purchased by the District. Investments include interests described in Category 1.

Category 3

Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type used by or purchased by the District. Investments include interests described in Category 1.

September 23, 2025

To Kim Pinkerton,

It is with sorrow and so many wonderful memories that I announce my plan to retire as music teacher at R. Roger Rowe schools October 31, 2025. I have profound gratitude for my fifteen years here.

I met with you this summer and expressed I thought it might be time for a transition in my life. Before becoming a music teacher, I was an ordained minister and pastored several churches. For the past 8 years, I have also worked as the music director of a church in San Diego. Last year I was ordained as a pastor again and have increasingly taken on responsibilities and new roles at my church. There are also further opportunities that I would like to pursue but I will need to step back from my teaching career.

I am proud of the music program that I leave. In the last couple of years we have reinvented our music program at the school and seen a dramatic change in the very culture on campus. We launched a new Rock Band program both before school and as a middle school elective which is thriving. We brought band and strings instruction into the school day for every 4th grade student. As a result of that, not only do we have 70 students learning to play in the band and orchestra during school, but we have the largest enrollment of before-school band and strings that we have had in years. We also transitioned all the elementary music enrichment classes from a general "music appreciation" class to a performance based model where each class is actively learning and involved with voice and instruments to perform.

I am sure that R. Roger Rowe will find a capable, talented, and visionary music teacher to come and take the program to even new heights.

I thank my colleagues, my administration, my parents, and thousands of students who have enriched my life so much during my years at R. Roger Rowe.

Sincerely,



RC Haus

Music Director

Rancho Santa Fe School District



Accounting & Non-Profit Funding Technician

Employment Status: Classified, 12-month, 40 hours a week

Reports To: Chief Business Officer (CBO)

Job Summary:

The Accounting & Non-Profit Funding Technician is responsible for overseeing both the technical accounting functions and the financial stewardship of the organization's auxiliary and contributed revenue. This role involves performing complex accounting and bookkeeping tasks, including processing payments for approved invoices and contracts, handling receipts and deposits, updating and reconciling financial records and statements, preparing computer-generated financial reports, and assisting with payroll.

In addition, the Accounting & Non-Profit Funding Technician manages donor gift processing, pledge tracking, and donor communications to ensure accurate records and timely acknowledgments. The position ensures compliance with nonprofit financial regulations, prepares tax-deductible and in-kind donation letters, and supports audit requirements. Working closely with the Foundation Board, the Accounting Technician & Non-Profit Funding Technician safeguards financial integrity, provides reporting transparency, and supports the sustainability of the organization's mission.

Education/Experience:

- A Bachelor's Degree from an accredited college or university
- College courses or training in accounting, business, or a related area, preferred
- Experience in bookkeeping, accounting, and office work
- School district or public agency experience, preferred
- Non-profit experience, preferred

Responsibilities:

- Assists with accounts payable, accounts receivable, reconciliation, and reporting.
- Manages non-profit donor database, ensuring data integrity; processes all monetary and in-kind donations accurately, as well as tracking pledges.
- Manages donor acknowledgements and tax-deductible receipts in compliance with IRS requirements.
- Assists the CBO with the district's audit by coordinating and managing matters related to external audits, and assists in internal audits. Provides the requested supporting documentation required to support the auditing process.

Accounting & Non-Profit Funding Technician

- Manages the Foundation's annual audit by working closely with the external auditors, maintaining accurate records, and supporting donor requirements.
- Processes and monitors a variety of financial information (e.g. accounts payable/receivable invoices, expense transfers, reimbursement claims for parents and staff, etc.) for the purpose of preparing for payment, collection of receivables, updating information, and authorizing for action.
- Compiles and processes financial data and prepares reports to document activities, support transactions, and ensure compliance with financial, legal, and administrative requirements.
- Maintain compliance with non-profit regulations, including Secretary of State, Attorney General, and IRS filings.
- Researches and corrects discrepancies in financial information and/or documentation (e.g., purchase orders, invoices, deposits, payroll adjustments) to ensure accuracy and adherence to established procedures before processing.
- Responds to inquiries from a variety of sources (e.g. District employees, vendors, auditors, community organizations, government agencies, etc.) for the purpose of ensuring the proper interpretation of laws, regulations, contracts, District policies, and accounting procedures.
- Prepares and delivers reports to the Foundation Board as needed, including timely donor giving and pledge reports, along with monthly financial statements. Maintains historical financial and donor data to support annual planning and strategic decision-making.
- Oversees and maintains all Foundation payment platforms, including ACH, Venmo, and charitable foundation portals, and manages brokerage account transactions for stock donations.
- Process Foundation's 1099's and assist with preparation of IRS Form 990.
- Maintains and reconciles a variety of financial data (e.g. projected budgets and spreadsheets for assigned programs, etc.) for the purpose of accurate account balances and ensuring compliance with established accounting practices.
- Monitors account balances and related financial activity (e.g. budget reports, deposits, bank reconciliations, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and fiscal practices are followed.
- Monitors purchase orders and requisitions for the purpose of ensuring effective and efficient expenditures.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.



Accounting & Non-Profit Funding Technician

- Perform accounts payable work for complex and specialized accounts such as construction contracts, professional service contracts, contracts and lease agreements and others; assure accurate and timely payment of invoices in accordance with agreements and District policy.
- Provide accounting for District receivables including checks and cash from schools and outside agencies; monitor various ASB accounts; prepare journal entries and maintain records of cash transfers; maintain accounts for various special projects and programs.
- Provide accounting for ASB funds at a school site including accounting for clubs and other activities; prepare periodic financial reports and maintain auditable records; authorize payments, maintain cash accounts and coordinate accounting services with students and administrators.
- Maintain auditable records and files regarding assigned activity and program.
- Other related duties as assigned.

Qualifications

Skills

- Use standard office equipment and computer programs (Google Suite, PeopleSoft, QuickBooks, Microsoft Office, Frontline, eTapestry, etc.).
- Keep accurate records.
- Perform basic accounting tasks. Familiar with school district financial processing
- Strong organization skills with the ability to multitask
- Read and understand technical information.

Knowledge

- Familiar with K-12 public education in the State of California. Knowledge of laws, regulations and policies in areas of responsibility.
- Understand and apply accounting, bookkeeping, and budgeting basics.
- Utilize math, including fractions, percentages, and ratios.
- Write clear documents and reports.
- Use basic financial analysis and record-keeping methods.

Abilities

- Plan and schedule tasks, activities, or meetings. Stay organized, meet deadlines, and set priorities.
- Collect, organize, and review data.
- Work effectively with diverse individuals and groups in a collaborative and positive manner.
- Solve problems and create action steps.
- Make calculations quickly and accurately.
- Pay attention to details and accuracy.

Accounting & Non-Profit Funding Technician

- Communicate clearly in both writing and speaking.
- Keep information confidential.
- Work independently with little supervision.

Working Conditions:

Office environment; subject to constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Sitting for extended periods of time
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare and review various materials

Hazards:

None

Benefits:

Medical, dental, life insurance. Vacation, sick leave and holidays

Working Environment



Accounting & Non-Profit Funding Technician

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and significant fine finger dexterity. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: College-level coursework in a job-related area.

Equivalency: Any combination of education and experience equivalent to: Two years of college-level coursework in accounting or related area, and three (3) years of increasingly responsible experience in the preparation and maintenance of financial records and reports.

Required Testing

Pre-Employment Proficiency
Test

Continuing Educ./Training

Maintains Certificates and
Licenses Mandated Reporter
Training

Clearances

Pre-Employment
Fingerprinting TB Testing

Board Approved:																	
10 MONTH EMPLOYEES			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8-10	Step 11-13	Step 14-16	Step 17-19	Step 20+			
Grade			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8-10	Year 11-13	Year 14-16	Year 17-19	Year 20+			
001	Paraprofessional I	Hourly	\$1,199.97	\$2,067.12	\$2,140.00	\$2,215.00	\$2,292.00	\$2,372.00	\$2,455.00	\$2,541.00	\$2,630.00	\$2,722.00	\$2,816.00	\$2,912.00			
		Annual	\$41,545.72	\$42,999.82	\$44,504.80	\$46,062.48	\$47,674.80	\$49,343.28	\$51,070.30	\$52,857.76	\$54,707.77	\$56,622.54	\$58,604.33	\$60,655.49			
		Monthly	\$3,462.14	\$3,583.32	\$3,708.73	\$3,838.54	\$3,972.89	\$4,111.94	\$4,255.86	\$4,404.81	\$4,558.98	\$4,718.55	\$4,883.69	\$5,054.62			
005	Special Education Aide I	Hourly	\$2,226.00	\$2,304.00	\$2,384.00	\$2,468.00	\$2,556.00	\$2,647.00	\$2,736.00	\$2,823.00	\$2,913.00	\$3,006.00	\$3,101.00	\$3,200.00			
		Annual	\$46,298.17	\$47,918.62	\$49,595.77	\$51,331.62	\$53,128.22	\$54,987.41	\$56,912.29	\$58,904.21	\$60,956.86	\$63,099.34	\$65,330.15	\$67,653.94			
		Monthly	\$3,858.18	\$3,993.22	\$4,132.98	\$4,277.63	\$4,427.35	\$4,582.31	\$4,742.69	\$4,908.68	\$5,080.49	\$5,258.30	\$5,442.35	\$5,632.83			
006	Special Education Aide II	Hourly	\$2,404.00	\$2,488.00	\$2,576.00	\$2,666.00	\$2,759.00	\$2,855.00	\$2,953.00	\$3,053.00	\$3,156.00	\$3,262.00	\$3,370.00	\$3,480.00			
		Annual	\$50,008.17	\$51,758.45	\$53,570.00	\$55,444.95	\$57,385.52	\$59,394.01	\$61,472.80	\$63,624.35	\$65,851.20	\$68,155.99	\$70,541.46	\$73,010.40			
		Monthly	\$4,167.35	\$4,313.20	\$4,464.17	\$4,620.41	\$4,782.13	\$4,949.50	\$5,122.93	\$5,302.03	\$5,487.60	\$5,679.67	\$5,878.45	\$6,084.20			
010	Nurse	Hourly	\$3,341.60	\$3,356.00	\$3,366.00	\$3,378.00	\$3,392.00	\$3,407.00	\$3,423.00	\$3,440.00	\$3,457.00	\$3,475.00	\$3,494.00	\$3,514.00			
		Annual	\$71,058.62	\$73,545.67	\$76,119.76	\$78,783.96	\$81,541.39	\$84,395.35	\$87,349.18	\$90,406.40	\$93,570.63	\$96,845.60	\$100,235.19	\$103,743.42			
		Monthly	\$5,921.55	\$6,128.81	\$6,343.31	\$6,565.33	\$6,795.12	\$7,032.95	\$7,279.10	\$7,533.87	\$7,797.55	\$8,072.97	\$8,352.93	\$8,645.29			
013	Library Media Technician	Hourly	\$2,261.30	\$2,274.00	\$2,299.00	\$2,328.00	\$2,359.00	\$2,391.00	\$2,424.00	\$2,458.00	\$2,493.00	\$2,530.00	\$2,568.00	\$2,607.00			
		Annual	\$54,360.30	\$56,244.88	\$58,213.45	\$60,250.93	\$62,359.71	\$64,542.30	\$66,819.32	\$69,139.32	\$71,559.20	\$74,073.67	\$76,656.01	\$79,338.14			
		Monthly	\$4,530.03	\$4,687.07	\$4,851.12	\$5,020.91	\$5,196.64	\$5,378.52	\$5,566.77	\$5,761.61	\$5,963.27	\$6,171.98	\$6,388.00	\$6,611.58			
015	Athletic Assistant	Hourly	\$2,521.00	\$2,610.00	\$2,701.00	\$2,795.00	\$2,893.00	\$2,995.00	\$3,099.00	\$3,208.00	\$3,320.00	\$3,436.00	\$3,557.00	\$3,681.00			
		Annual	\$52,444.32	\$54,279.87	\$56,179.65	\$58,145.95	\$60,181.06	\$62,287.39	\$64,467.45	\$66,723.81	\$69,059.14	\$71,476.21	\$73,977.88	\$76,567.11			
		Monthly	\$4,370.36	\$4,523.32	\$4,681.64	\$4,845.50	\$5,015.09	\$5,190.62	\$5,372.29	\$5,560.32	\$5,754.93	\$5,956.35	\$6,164.82	\$6,380.59			
016	Occupational Therapist	Hourly	\$5,959.00	\$6,029.00	\$6,104.00	\$6,184.00	\$6,268.00	\$6,356.00	\$6,448.00	\$6,543.00	\$6,641.00	\$6,743.00	\$6				

****NOTE: Annual and monthly amounts reflect a 8-hour per day, 12-month full-time employee. Earnable salary will vary depending on an individual employee's full-time equivalent (FTE).**

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